

Licensing (Scotland) Act 2005, Section 46
APPLICATION FOR CONFIRMATION OF PROVISIONAL PREMISES LICENCE

If you are completing this form by hand, please write legibly in block capitals using ink.

To:

The Depute Clerk
Aberdeenshire Licensing Board
Viewmount
Arduthie Road
Stonehaven
AB39 2DQ

APPLICANT INFORMATION

Question 1

Please provide the name, address, postcode, and contact telephone number of the Applicant below.

DETAILS OF THE PREMISES

Question 2

Please provide full name, address, postcode and licence number of the premises.

Question 3

Please provide the date of issue of the Provisional Premises Licence

NOTE: You require to submit the provisional premises licence with this application. The licence includes the conditions, operating plan and the layout plan issued with the licence.

You will also require to produce Section 50 Certificates from Planning Services, Building Standards and Environmental Health with this application.

Question 4

*(a) Please indicate the days and times when an inspection of the premises may be carried out. Please give at least **21** days notice.*

(b) Please state when it is intended to open the premises to the public.

Question 5 – DETAILS OF PREMISES MANAGER

5(a) Name and telephone number

5(b) *Date and place of birth*

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5(c) *Contact address, including postcode*

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5(d) *Email address*

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5(e) *Personal licence*

Date of issue	Name of Licensing Board issuing	Reference no. of personal licence

You will require to produce the proposed manager's personal licence (or a certified copy thereof) with this application.

A replacement page with this information will be inserted into the operating plan attached to the licence when the confirmation is granted by the Board.

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

I hereby confirm that, since the provisional premises licence was issued, or if, since that time, an application for a variation of the licence has been granted under section 30, since the last such application was granted:

that there has been no variation (other than a minor variation) made to the operating plan or layout plan for the premises to which the licence relates.

I further confirm that the contents of this Application are true to the best of my knowledge and belief **and the appropriate persons have read and understood the attached privacy notice.**

Signature * (see note below)

Date

Capacity APPLICANT/AGENT (delete as appropriate)

Telephone number and email address of signatory

<i>I have enclosed the relevant documents with this application – please tick the relevant boxes</i>	
<i>Provisional Premises Licence</i>	
<i>Planning certificate</i>	
<i>Building standards certificate</i>	
<i>Food hygiene certificate</i>	
<i>Personal Licence of the Proposed Premises Manager</i>	
<i>Fee</i>	

*** Data Protection Act 1998**

The information on this form may be held on an electronic public register which may be available to members of the public on request.

GDPR

The applicant, any connected person and any other person who has supplied personal information as part of this application MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.

For use by the Licensing Board only	
Application checklist	
Date received	
Fee amount	
Receipt number	
Received by (<i>INITIALS</i>)	

Consideration date	
Last date for consideration	
Date of initial hearing	
Date of any modification hearing	
Date granted/refused (delete as appropriate)	

FEES

Confirmation – the fee for the category application to the premises as outlined above for first application, less £200

The first application fees are currently –

First Application Fee

Category 1 Premises	Premises rated at nil or not shown in the valuation roll Visitor Attractions Clubs Private Accommodation	£200
Category 2 Premises:	Rateable Value between £1 and £11,500	£800
Category 3 Premises	Rateable Value between £11,501 and £35,000	£1,100
Category 4 Premises	Rateable Value between £35,001 and £70,000	£1,300
Category 5 Premises	Rateable Value between £70,001 and £140,000	£1,700
Category 6 Premises	Rateable Value over £140,000	£2,000

PRIVACY NOTICE

The Data Controller of the information being collected is the Aberdeenshire Licensing Board. The information is collated on their behalf by Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AN. Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- The processing of your application for the confirmation of a provisional premises licence
- The determination of your application for the confirmation of a provisional premises licence
- The issue of any confirmation of provisional premises Licence Granted
- Inclusion on the Register of premises Licences available for public inspection
- Ensuring compliance with the terms of your Premises Licence
- The processing of any complaints made in respect of your Premises Licence
- The determination of any complaints made in respect of your Premises Licence

Your information is:

Being collected by Aberdeenshire Council on behalf of the Aberdeenshire Licensing Board

The legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Legal Obligations	X	Processing is necessary for one of the Conditions in Part 2 of Schedule 1 to the Data Protection Act 2018 referring to substantial public interest in terms of paragraph 6 thereof as processing is necessary for the exercise of a function conferred on a person by an enactment or rule of law	X

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.

Your information will be shared with the following recipients or categories of recipient:

- | | |
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| <ul style="list-style-type: none">• <i>Police Scotland</i>• <i>Some information will also be shared with the Public as part of the online processing of applications for Premises Licences or investigation of complaints/reviews of licences via the Register of Premises Licences</i> | <ul style="list-style-type: none">• <i>Licensing Standards Officers</i>• <i>Planning Services</i>• <i>Building Standards</i>• <i>Environmental Health</i>• <i>The Scottish Government</i> |
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Your information will be transferred to or stored in the following countries and the following safeguards are in place:

NOT APPLICABLE

The retention period for the data is:

- | |
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| <ol style="list-style-type: none">(1) Where an application relates to the grant of a premises licence, variation of premises licence, or transfer of premises licence is refused by the Board, information relating to that application will be retained on the Licensing Register for a period of 5 years from the date of refusal and thereafter will be destroyed.(2) In any other case, where information relates to a premises licence, that information will be retained on the Licensing Register for a period of 5 years from the date the premises licence ceases to have effect and thereafter will be destroyed. |
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The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- To object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.