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| Falkirk Council Crest  FALKIRK COUNCIL LICENSING BOARD | **Licensing Unit**  **Falkirk Council**  **The Foundry**  **4 Central Park**  **Central Boulevard**  **Larbert, FK5 4RU**  **DX 556562**  **Telephone: 01324 501 575**  **Email: licensing@falkirk.gov.uk** |

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| **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** |

**Question 1**

*Particulars of Premises*

*Name, address and postcode of* ***premises***

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| Name  Address  Postcode  Premises Telephone No.  Premises Licence No. |

**Question 2**

*Particulars of applicant - Licensing (Scotland) Act 2005, section 20(1)*

*2(a) Where applicant is an* ***individual****, provide full name, date and place of birth, and home address including postcode*

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| Name  Date & Place of Birth  Home Address  Postcode |

*2(b) Where applicant is a* ***partnership****, please provide full name and postal address of partnership.*

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| Name  Address  Postcode |

*2(c) Where applicant is a* ***company****, please provide name, registered office and company registration number.*

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| Name  Registered Office  Company Registration No. |

*2(d) Where the applicant is a* ***club or other body****, please provide full name and postal address of club or other body.*

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| Name  Address  Postcode |

*2(e) Where applicant is a* ***partnership, company, club or other body****, has there been any change to the list of connected persons forming part of the application for the Provisional Premises licence previously granted by the Board?* (connected person is defined in Section 147(3) of the Licensing (Scotland) Act 2005).

**YES/NO\***

*\*If YES – provide full details of the change below – use separate sheet if necessary)*

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| Name  Date & Place of Birth  Home Address  Postcode  Name  Date & Place of Birth  Home Address  Postcode  Name  Date & Place of Birth  Home Address  Postcode  Name  Date & Place of Birth  Home Address  Postcode |

**Question 3**

*Premises Details*

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| Date Provisional Licence Granted  Date when premises will be complete  and ready for inspection  **(please give 14 days’ notice)**  Date on which it is intended the  premises will commence trading  Premises Telephone No.  Premises Licence No. |

**Question 4**

*Designated Premises Manager*

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| Name  Date of Birth  Place of Birth  Home Address  Postcode  Telephone No.  Email Address |
| **Personal Licence Details** |
| Name of Issuing Licensing Board  Licence No.  Date of Issue |

**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 variation of the licence has been granted under section 30, since the last such application was granted, there has been no variation (other than minor variations) made to the operating plan or layout plan for the premises to which the licence relates and that the contents of this application are true to the best of my knowledge and belief.**

Signature …………………………………………………………. \*(see note below)

Date ………………………………………………………………..

Capacity ………………………………………………………….. APPLICANT/AGENT

(delete as appropriate)

Telephone number ………………………………………………

Email address ……………..…………………………………….

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| **I have enclosed the relevant documents with this application – please tick the relevant boxes** |

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| **Provisional Premises Licence** |  |
| **Letter explaining why the Premises Licence has not been produced** |  |
| **Operating plan** |  |
| **Layout plans** |  |
| **Planning S50 certificate (see note 3 below)** |  |
| **Building standards S50 certificate** |  |
| **Food hygiene S50 certificate** |  |
| **Copy of Personal Licence for Designated Premises Manager (not necessary if issued by Falkirk Council Licensing Board** |  |
| **Fee (see note 4)** |  |

Your privacy is important to us. You can find out how we deal with your personal information here: <http://www.falkirk.gov.uk/privacy/law-licensing/licensing/>

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| **For use by the Licensing Board only**  **Application checklist** |

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| **Date received** |  |
| **Fee amount** |  |
| **Receipt number** |  |
| **Received by *(INITIALS)*** |  |
| **Consideration date** |  |
| **Last date for consideration** |  |
| **Date of initial hearing** |  |
| **Date of any modification hearing** |  |
| **Date granted/refused**  **(delete as appropriate)** |  |

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| **For use by the Licensing Board only**  **If application is for a Premises Licence**  **Documents required** |

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| **Provisional Premises Licence** |  |
| **Letter explaining why the Premises Licence has not been produced** |  |
| **Operating plan** |  |
| **Layout plans** |  |
| **Planning certificate (if appropriate)** |  |
| **Building standards certificate** |  |
| **Food hygiene certificate** |  |
| **Copy of Personal Licence for Designated Premises Manager (if not issued by Falkirk Council Licensing Board** |  |

**NOTES**

**1. Designated Premises Manager**

The holder of a Personal Licence may only be named as the Premises Manager of one premise in Scotland at any time (subject to article 4 of the Licensing (Vessels etc) (Scotland) Regulations 2007).

**2. Data Protection Act 2018**

The information on this form will be used to update the relevant Premises Licence. Accordingly, the information on this form may be held on an electronic public register which may be available to members of the public on request.

**3. Planning Section 50 Certificate**

This application must be accompanied by a planning certificate in terms of Section 50 relating to full planning permission if the planning certificate (in terms of Section 50) which accompanied the provisional premises licence application in regard to the subject premises was a provisional planning certificate and related to outline planning permission or planning permission in principle.

**4. Fee**

The fee payable is the balance of the fee which would be payable for a ‘premises licence’ application in respect of the subject premises **less** the fee already paid in making the application for the ‘provisional premises’ licence (see Article 10, The Licensing (Fees) (Scotland) Regulations 2007).

The current fee table is:-

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| **Category** | **Rateable Value** | **Provisional** | **Confirmation** |
| 1 | See below | £200 | £0 |
| 2 | £1 to £11,500 | £200 | £600 |
| 3 | £11,501 to £35,000 | £200 | £900 |
| 4 | £35,001 to £70,000 | £200 | £1,100 |
| 5 | £70,001 to £140,000 | £200 | £1,500 |
| 6 | Over £140,001 | £200 | £1,800 |

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| **Category 1** |
| See The Licensing (Fees) (Scotland) Regulations 2007 for full details but, generally, premises fall within Category 1 if:- |

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| (a) | they are not on valuation roll or have a nil value; |
| (b) | they are a visitor attraction; |
| (c) | they are a members’ club; or |
| (d) | their main function is to provide accommodation. |