

## **GUIDANCE ON COMPLETING AN APPLICATION FORM FOR A LATE HOURS CATERING LICENCE**

### **Section 1 – Question 1 must be completed by all applicants.**

A renewal application must be applied for before the expiry date of the current licence. The information provided must be identical to the terms of your current licence. If the information does not match then your application will not be accepted. If the application is accepted you can continue to operate until a decision is made on your application. If you forget to renew your licence or are unable to do so due to unforeseen circumstances you should contact the Licensing Section as soon as you become aware your licence has expired.

A new grant application is applied for if there is no current licence in place or there is a change in the individual, company or organisation responsible for operating the premises. If the application is for a new grant you cannot operate until a Late Hours Licence is granted.

### **Section 2 – Relates to personal details of the applicant.**

Question 2 – You only complete this question if you are an individual person applying for a late hours catering licence.

Question 3 – You have to advise if you or someone else is going to be responsible for the day to day management of the business. If someone else is going to manage the business complete question 5.

Question 4 – You only complete this question if the premises is operated by a company or partnership rather than an individual person providing details of all directors partners.

Question 5 - When the application is being made by a company or partnership you must give details of the employee responsible for the day to day management.

Question 6 – This question of the form refers to anybody named on the application. You must answer either yes or no on the application form to the question relating to current convictions, fixed penalties or fixed penalties within or outwith the UK. If the application is for a new grant all current convictions, conditional offers and or fixed penalties require to be disclosed. If the application is for renewal of existing licence it refers only to convictions, conditional offers and or fixed penalties since the licence was last granted. It is essential that full details of any convictions are supplied on the application form so that necessary Police checks can be undertaken and your application can be processed as quickly as possible.

Question 7 – You must state if any person named in sections 2, 4 or 5 has lived outwith the UK for a period of six months or more within the last 10 years. In the case of a renewal application it refers to a period of six months since last grant. If yes a Criminal Record Check/verification from the Embassy requires to be submitted with the application form. Otherwise your application will not be accepted. The following link may help you on how to get criminal record checks from overseas:-

<http://www.cpni.gov.uk/advice/Personnel-security1/Overseas-criminal-record-checks/>

Question 8 – You must answer this question as you are required to provide details of any other Late Hours Catering Licences you have held by this or any other authority.

Question 9 – You must answer this question as you are required to provide details of any applications for a Late Hours Catering Licence that have been refused by this or any other authority.

### **Section 3 – Relates to the premises to be licensed**

Question 10 – You must answer this question providing the full postal address including trading name, telephone number of premises, type of food sold. Advise if you have registered the business as a food establishment with Environmental Health of Falkirk Council. Advise if there have been or you propose to do any alterations to the property.

Question 11 – You must answer this question as it relates to the hours you wish the late hours catering licence to be granted for. If the application is for a new grant you can apply for any hours you wish. Please refer to the policy regarding hours. If the licence is for the renewal of an existing licence additional hours cannot be sought at this time.

### **Section 4 – Relates to a checklist of supporting documentation.**

The application fee and all the necessary supporting documentation must be submitted with the application otherwise it will not be accepted.

### **Section 5 – Relates to the display of the public notice.**

This part is completed by all applicants deleting as appropriate. If you are unable to display the public notice you are required to specify the steps you have taken to try and display the notice.

### **Section 6 – Declaration by the application.**

If you have completed question two complete the part relating to an individual person. If you have completed question 4 complete the part relating to company, partnership or trust.

You are also required to advise us who to send correspondence to.