**CIVIC GOVERNMENT (SCOTLAND) ACT 1982: SECTION 41**

**LICENSING OF PUBLIC ENTERTAINMENT**

**APPLICATION FOR GRANT, RENEWAL OR MATERIAL CHANGE OF CIRCUMSTANCES**

**PUBLIC ENTERTAINMENT LICENCE (FUNFAIR)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| All questions must be answered unless otherwise stated. If relevant questions are not answered, the application will be deemed incomplete and returned to the applicant.  It is a criminal offence to make any statement which you know to be false or recklessly to make any statement which is materially false. | | | | | | | | | | | | | | | | | |
| **SECTION 1: TYPE OF LICENCE** | | | | | | | | | | | | | | | | | |
| **1.1** Specify the type of licence you are applying for | | | | | | | | | | | | | | | | | |
|  | | | | | | Please tick one box only | | | | | | | | | | | |
| Grant | | | | | | Temporary licence 🞏 Full 3 year licence \* 🞏  \* It is considered that 3-year licences are only applicable to permanent fairground sites. | | | | | | | | | | | |
| Renewal | | | | | | 🞏 | | | | | | | | | | | |
| Material change of circumstances (to a current licence) | | | | | | 🞏 | | | | | | | | | | | |
| If the application is for a material change of circumstances, please detail clearly, the nature of the variation:- | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **SECTION 2: APPLICANT/LICENCE HOLDER DETAILS** | | | | | | | | | | | | | | | | | |
| **2.1** Is the applicant: | | | | | | | | | | | | | | | | | |
|  | | | | | **Please tick one box only** | | | | | | | | | | | | |
| An individual | | | | | 🞏 please answer questions 2.2 and 2.3 only | | | | | | | | | | | | |
| A company or other corporate body | | | | | 🞏 please answer questions 2.4 to 2.6 only | | | | | | | | | | | | |
| A Partnership | | | | | 🞏 please answer questions 2.7 to 2.9 only  (a copy of the official partnership agreement must accompany this application) | | | | | | | | | | | | |
| **All applicants must then complete all remaining sections of the form** | | | | | | | | | | | | | | | | | |
| * 1. Individual applicant | | | | | | | | | | | | | | | | | |
| Title | Surname | | | | | | First Name(s) | | | | | | | | | | |
|  |  | | | | | |  | | | | | | | | | | |
| Date of birth | | |  | | | | Place of birth | | | | | | | |  | | |
| Home address (including postcode) | | | | | | |  | | | | | | | | | | |
| Contact Telephone No: | | | | | | | Email address | | | | | | | | | | |
| Home:-  Mobile:- | | | | | | |  | | | | | | | | | | |
| **2.3** Does the applicant carry out day-to-day management of the premises? | | | | | | | | | | | | | | | | | |
| Yes 🞏 | | | | | | | | | | No 🞏 (Please provide further details below of anyone responsible for the day to day management of the business) | | | | | | | |
| Please state full name, address, date of birth and place of birth | | | | | | | | | | | | | | | | | |
| Full Name | | Address | | | | | | | | Date of Birth | | | | | Place of Birth | | |
|  | |  | | | | | | | |  | | | | |  | | |
|  | |  | | | | | | | |  | | | | |  | | |
| **2.4** Company or other corporate body applicant | | | | | | | | | | | | | | | | | |
| Name of company/corporate body | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Address of registered/principal office (including postcode) | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Registered company number | | | | | | |  | | | | | | | | | | |
| If the company is not on the register of companies, please confirm the legal status/entity of the company | | | | | | |  | | | | | | | | | | |
| Contact Telephone No: | | | | | | | Email address | | | | | | | | | | |
| Office:-  Mobile:- | | | | | | |  | | | | | | | | | | |
| **2.5** Please state full name, home address, date of birth and place of birth and email address of all directors (continue on a separate sheet if necessary | | | | | | | | | | | | | | | | | |
| Full Name | | Home Address | | | | | | | | Date of Birth | | | Place of Birth | | | | Email address |
|  | |  | | | | | | | |  | | |  | | | |  |
|  | |  | | | | | | | |  | | |  | | | |  |
|  | |  | | | | | | | |  | | |  | | | |  |
|  | |  | | | | | | | |  | | |  | | | |  |
|  | |  | | | | | | | |  | | |  | | | |  |
| **2.6** Please state full name, address, date of birth and place of birth of the person who will be responsible for the day-to-day management of the premises (i.e. the manager) | | | | | | | | | | | | | | | | | |
| Full Name | | | | Address | | | | | | | Date of Birth | | | Place of Birth | | | |
|  | | | |  | | | | | | |  | | |  | | | |
| **2.7** Name of the Partnership | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Registered address of Partnership (including postcode) | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Contact Telephone No: | | | | | | | Email address | | | | | | | | | | |
| Home/Office:-  Mobile:- | | | | | | |  | | | | | | | | | | |
| You **must** enclose a copy of the formal partnership agreement | | | | | | | Copy enclosed  Yes 🞏 No 🞏 | | | | | | | | | | |
| **2.8** Please state full name, home address, date of birth, place of birth and email address of all partners (continue on a separate sheet if necessary | | | | | | | | | | | | | | | | | |
| Full Name | | Home Address | | | | | | Date of Birth | | | | Place of Birth | | | | | Email address |
|  | |  | | | | | |  | | | |  | | | | |  |
|  | |  | | | | | |  | | | |  | | | | |  |
|  | |  | | | | | |  | | | |  | | | | |  |
| **2.9** Please state full name, address, date of birth and place of birth of the person who will be responsible for the day-to-day management of the premises (i.e. the manager) | | | | | | | | | | | | | | | | | |
| Full Name | | | | Address | | | | | | | Date of Birth | | | | | Place of Birth | |
|  | | | |  | | | | | | |  | | | | |  | |
| **SECTION 3: LICENCE DETAILS** | | | | | | | | | | | | | | | | | |
| Name of the Premises where the public entertainment is taking place | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Premises address (including postcode) | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Do you have consent to occupy the premises for which this application relates | | | | | | | | | Yes 🞏 No 🞏 | | | | | | | | |
| **You must provide a plan showing the exact location of the area to be licensed (delineated) together with dimensions of the site and the location within that area, of where each individual ride is to be sited.** | | | | | | | | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| Total number of days operating at the site |  | |
| Dates of operation (from/to) |  | |
| **Hours of operation** | | |
| **Day** | **Opening Time** | **Closing Time** |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| Saturday |  |  |
| Sunday |  |  |

|  |  |
| --- | --- |
| **SECTION 4: FUNFAIR RIDES** | |
| Total number of rides to be operated at the site |  |
| Detail below the names of the rides and the operator – the name of the ride should mirror the details contained within the insurance document and declaration of operational compliance document (DOC). All insurance documents and DOCs should be lodged with this application. The only insurance and DOCs that do not need to be lodged at this time are those that are requiring to be renewed during the period between submitting the application and the licence being granted. The last date for lodging documentation and also for adding/removing rides that is outwith your control, will be 7 days before the start of the fair.  There can be no changes thereafter and any documentation not received in respect of rides, will not be included within the licence, unless there are exceptional circumstances. | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Name of Ride** | **Operator** | **Insurance document attached** | **Declaration of Operational Compliance attached** |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |
|  |  |  | Y 🞏 N 🞏 | Y 🞏 N 🞏 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION 5: CRIMINAL CONVICTIONS** | | | | | |
| Have you or any other person named in this application ever been convicted of any crime or offence (subject to the terms of the Rehabilitation of Offenders Act 1974)? | | Yes 🞏  (please detail any convictions below – continue on a separate sheet if necessary) | | | No 🞏 |
| Failure to disclose these matters is a criminal offence. If you are unsure of your convictions, a certified copy may be applied for from Police Scotland, Police Station, Loreburn Street, Dumfries (a fee may apply). | | | | | |
| Date | Court | | Offence | Sentence | |
|  |  | |  |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  |  | |  |  | |
|  |  | |  |  | |

|  |  |
| --- | --- |
| **SECTION 6: CHECKLIST AND ENCLOSURES** | |
| I confirm that I have enclosed the following: (please tick) | |
| * The relevant application fee (not refundable) | 🞏 |
| * Copy of current public liability insurance certificate for each ride | 🞏 |
| * Copy of current Declaration of Operational Compliance (DOC) for each ride | 🞏 |
| * Layout plan **showing the exact location of the area to be licensed (delineated) together with dimensions of the site and the location within that area, of where each individual ride is to be sited.** |  |
| I have read and agree to the privacy notice found at [www.dumgal.gov.uk/privacy](http://www.dumgal.gov.uk/privacy) | 🞏 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Duration of Licence | Cost | (Charitable or Community Event – 50% Reduction) | Anticipated Attendance per day 500-1000  25% Increase | Anticipated Attendance per day 1001 – 3000  50% increase | Anticipated Attendance  Per day  Over 3000  100 % Increase | Multi – Site Licenses – D&G  25 % increase for every subsequent site |
|  |  |  |  |  |  |  |
| 3 year | £845 | £423 | £1057 | £1268 | £1690 |  |
| 1-7 days | £423 | £212 | £529 | £635 | £846 |  |
| 8 days – 6 weeks | £507 | £254 | £634 | £761 | £1014 |  |

**N.B.** It is considered that the 3-year licences are only applicable to permanent fairground sites. All percentage increases are based on the cost of the basic licence as indicated above. To obtain the 50% reduction for charitable or community events the application must be on behalf of a charitable or voluntary organisation and the operation must not be for commercial gain.

Other Fees

Consent to a Material Change of Circumstance – 30% of Grant / Renewal Fee  
Notification of a Material Change of Circumstance – 20%   
Issue of a Duplicate Licence – 10%  
Certified True Copy of Licence – 10%  
Community Based Free Events - £67

|  |  |
| --- | --- |
| **SECTION 7: DECLARATION AND SIGNATURES** | |
| I declare that   1. the particulars given by me on this application form are true; 2. I authorise Dumfries and Galloway Council to make such enquiries with Police Scotland, Scottish Fire and Rescue Service, Environmental Health, Roads Service and other agencies as the Council considers appropriate.   3) In respect of your application, you must display a site notice at or nearby the premises so that it can be conveniently read by the public beginning on the date your application is submitted and received as completed. That notice will contain such information as is required by paragraph 2(3) of Schedule 1 to the Civic Government (Scotland) Act 1982 or you must confirm that you are unable to display the notice and provide reasons below (a).  As soon as possible after the notice has been displayed for the required dates, you must confirm that the notice has been displayed in accordance with the statutory requirements. There is a section within the site Notice that allows you to confirm the statutory display.  FOR THE AVOIDANCE OF DOUBT, THE NOTICE DOES NOT ACCOMPANY THIS APPLICTION FORM – IT WILL BE FORWARDED TO YOU BY THE LICENSING SERVICE  a) I am/we are unable to display a notice of this application at or near the premises because:-  4) I will conduct a full independent risk assessment before commencement of the licence  5) I have contacted the Council’s Roads Service in respect of any transport management/road closure requirements.  This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <https://www.dumgal.gov.uk/fairprocessing> | |
|  | |
| Signature of applicant or agent. If signing on behalf of the applicant, please state in what capacity | |
| Signature |  |
| Date |  |
| Capacity |  |
| Contact Telephone number |  |
| Email |  |

|  |
| --- |
| **SECTION 8: NOTES** |
| Completed application forms should be returned to [licensing@dumgal.gov.uk](mailto:licensing@dumgal.gov.uk) |
| Payment can be made by debit or credit card. You will be contacted for payment once your application has been checked and accepted as final. Please provide the most appropriate telephone number for the payment:- |