

# Application Form for Grant or Renewal of Late Hours Catering Licence

This is an application to apply for the Grant or Renewal of a Late Hours Catering Licence made in term of Section 42 of the Civic Government (Scotland) Act 1982



Before completing this form please read the guidance and notes that are attached.  
If you are completing this form by hand please write legibly in block capitals.

## SECTION 1: NATURE OF APPLICANT AND TYPE OF LICENCE

### 1.1 Specify the nature of the application:

	<i>Please Tick One Box Only</i>
Application by an Individual <b>Complete Section 2 do not complete Section 3</b>	<input type="checkbox"/>
Application by a Business or Organisation (including a Sole Trader) <b>Complete Section 3 do not complete Section 2</b>	<input type="checkbox"/>

### 1.2 Specify the type and duration of licence you are applying for:

	<i>Please Tick One Box Only</i>	
	Temporary	3 Years
Grant	<input type="checkbox"/>	<input type="checkbox"/>
Renewal	N/A	<input type="checkbox"/>

## SECTION 2. APPLICATION BY INDIVIDUAL

### 2.1 Please provide your Personal Details:

Surname		First Name(s)	
Date of Birth		Place of Birth	
Home Address (Include flat position, house name etc)			
Post Town		Postcode	
Daytime Phone No.		Evening Phone No.	Mobile Phone No.
Email Address			

### 2.2 Day to day management of the business:

	<i>Please Tick One Box Only</i>	
Do you intend to carry out the day to day management of the business?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

If you have answered **NO** you must complete **Section 4** of the Application form

**SECTION 3. APPLICATION BY BUSINESS OR ORGANISATION****READ NOTE B****3.1 Specify the Legal Status of the Business or Organisation:***Please Tick One Box Only*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Sole Trader            | <input type="checkbox"/> Partnership            | <input type="checkbox"/> Private Limited Company |
| <input type="checkbox"/> Public Limited Company | <input type="checkbox"/> Charity or Association | <input type="checkbox"/> Public Body             |

**3.2 Provide details of the Business or Organisation**

Full Name of the Business or Organisation

Full Address of the Principal or Registered Office

Post Town

Postcode

Company/Charity Registration No.

Phone No.

Fax No.

Email Address

**3.3 Provide the Personal Details of any Directors, Partners or other persons responsible for the management of the business or organisation.**

Surname

First Name(s)

Date of Birth

Place of Birth

Home Address (Include flat position, house name etc)

Post Town

Postcode

Position within Business or Organisation

Surname

First Name(s)

Date of Birth

Place of Birth

Home Address (Include flat position, house name etc)

Post Town

Postcode

Position within Business or Organisation

Surname		First Name(s)	
Date of Birth		Place of Birth	
Home Address <i>(Include flat position, house name etc)</i>			
Post Town		Postcode	
Position within Business or Organisation			

Surname		First Name(s)	
Date of Birth		Place of Birth	
Home Address <i>(Include flat position, house name etc)</i>			
Post Town		Postcode	
Position within Business or Organisation			

Now must complete <b>Section 4</b> of the Application form			
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**CONTINUE ON A SEPARATE SHEET IF NECESSARY**

SECTION 4. DAY TO DAY MANAGER			
4.1 Please provide Personal Details for the individual that will be responsible for the day to day management of the business:			
Surname		First Name(s)	
Date of Birth		Place of Birth	
Home Address <i>(Include flat position, house name etc)</i>			
Post Town		Postcode	
Daytime Phone No.	Evening Phone No.		Mobile Phone No.
Email Address			

SECTION 5: LATE HOURS CATERING PREMISES			
<b>5.1</b> Provide details of the Premises to be licensed			
Trading Name of the Premises			
Full Address of the Premises			
Post Town		Postcode	
Phone No.		Fax No.	
Email Address			
<b>5.2</b> Provide details on how the premises will operate:			
Specify the days and hours between 11pm and 5am that the premises proposed to trade:			
Specify the type of food to be provided:			
Specify how food will be provided after 11pm:	Consumption on the Premises <input type="checkbox"/> Consumption off the Premises <input type="checkbox"/> Consumption on and off the Premises <input type="checkbox"/>		

SECTION 6: PREVIOUS CONVICTIONS				
<b>Read Note C</b>				
For any individuals named in Sections 2, 3 and 4 of the application form, you must provide details below of <b>all</b> current convictions (including road traffic offences) recorded against them. Provide details of all convictions <b>not</b> considered spent under the Rehabilitation of Offenders Act 1974.				
If you are declaring no such convictions please write "None".				
Name	Date	Court	Offence	Penalty

CONTINUE ON A SEPARATE SHEET IF NECESSARY

## SECTION 7: PUBLIC NOTICE

Specify if a Public Notice will be displayed at the Premises:

I will display a Public Notice providing all the required information at or near the Premises so that it can be conveniently read by the public and I will take reasonable steps to replace the Public Notice should it be removed or defaced

☐

I am unable to display a Public Notice at the Premises because I do not have the necessary rights of access

☐

I am applying for a Temporary Licence and do not have to display a Public Notice

☐

*Please Tick*

If you do not have the necessary access rights to the Premises, please detail below the steps that you taken to acquire the access rights:

## SECTION 8: AGENT

*Please Tick One Box Only*

Is this application lodged by an Agent?

YES ☐

NO ☐

If you have answered 'Yes', please complete the sections below

Specify your capacity to act as an Agent :

Solicitor

☐

Accountant

☐

Business Consultant

☐

Other (Please Specify)

☐

\_\_\_\_\_

Full Name and Address of Agent

Post Town

Postcode

Phone No.

Fax No.

Email Address

Contact Name

## SECTION 9: CHECKLIST

I confirm that I have enclosed the following:

### All Applicants

- The relevant Application Fee

*Please Tick*

☐

## SECTION 10: DECLARATION BY APPLICANT

I hereby make my application to Glasgow City Council and confirm that (a) the particulars given by me on this form are true to the best of my knowledge and belief; (b) I have read the attached guidance and notes; and (c) the appropriate fee is enclosed.

**Only the Applicant or the Agent named in Section 8 can sign or amend this application form**

**SIGNATURE**

**DATE**

### PLEASE NOTE:

Any person who in or in connection with the making of this application makes any statement which he knows to be false, or recklessly makes any statement which is false in a material particular, shall be guilty of an offence and liable on summary conviction to a fine not exceeding level four on the standard scale.

## NOTES

- A** The information which you provide on this form will be processed by Glasgow City Council (which is the “data controller” for purposes of data protection law). A Privacy Statement explaining how we process your personal information is attached to this application.
- B** If completing section 3 you must specify the legal status of your Business or Organisation.
- A sole trader is regarded as business owned by one person without any special legal structure.
  - If applying as a Limited Company you must provide your Company Registration Number.
  - If applying as a Charity please provide your Charity Registration Number in the Company Registration section.
- C** **All** current convictions, including road traffic and other fixed penalties, incurred in the UK and abroad must be declared. This applies to every individual named in Section 2, Section 3 and Section 4 of the application form.

If you are uncertain as to the details/dates of any crimes or offences you should contact Disclosure (Scotland), PO Box No 250, Glasgow, G2 4JS (Phone: 0870 609 6006). Alternatively you can also call at any police office and pick up the appropriate Data Protection Form, requesting ‘subject access’ to your record. There is a cost for this search.

## FOR OFFICE USE ONLY

Date Lodged	Receipt No.		
Current Licence No.	Expiry Date	Suspended	Prev. Refused
		YES NO	YES NO
Date of Decision	Decision		Licence Issued

## **PRIVACY STATEMENT: LICENSING SCHEMES ADMINISTERED BY THE COUNCIL'S LICENSING & REGULATORY COMMITTEE**

### **Who we are?**

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk), and by telephone on 0141 287 1055.

### **Why do we need your personal information and what do we do with it?**

You are giving us your personal information to allow us to carry out our statutory functions in relation to licensed activities regulated by the Council's Licensing & Regulatory Committee. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

### **Legal basis for using your information**

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy). Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

We may also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law. In addition, we may also process data about any criminal convictions you may have. This is because we are required to ascertain the suitability of individuals to hold licences and to do this, we may need to process information on an individual's criminal convictions.

### **Who do we share your information with?**

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.

This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

We are required by law to enter your personal information on a public register of applications for licences. This register can be accessed by any member of the public. We may publish this register or extracts of the register online. We may also provide the register to other public bodies to support a national register of licences.

In processing your application for a licence we may need to refer you to our Licensing and Regulatory Committee. We may also need to refer you to this Committee if you are granted a licence and we receive a complaint about you. Your personal information will be included in the

agenda, reports and minutes for the Committee. Some of this information will be published on our website. You can find out more on our website at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy)

Licensing and Regulatory Committee meetings are held in public. At a meeting your personal information may be disclosed to those in attendance. This may happen even if you do not attend a meeting that you are invited to.

We will also share your personal data with other public bodies and statutory consultees are required by licensing law.

### **How long do we keep your information for?**

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at [www.glasgow.gov.uk/rrds](http://www.glasgow.gov.uk/rrds) or you can request a hard copy from the contact address stated above.

### **Your rights under data protection law**

- Access to your information - you have the right to request a copy of the personal information that we hold about you.
- Correcting your information- we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- Deletion of your information-you have the right to ask us to delete personal information about you where:
  1. you think that we no longer need to hold the information for the purposes for which it was originally obtained
  2. you have a genuine objection to our use of your personal information - see *Objecting to how we may use your information* below
  3. our use of your personal information is contrary to law or our other legal obligations.

### **Objecting to how we may use your information**

You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

### **Restricting how we may use your information**

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

### **Information you have given us about other people**

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to carry out our statutory functions in relation to licensed activities regulated by the Council's



Licensing & Regulatory Committee. If they want any more information on how we will use their information they can visit our web site at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy) or email [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk).

## **Complaints**

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk) or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>

## **More information**

For more details on how we process your personal information visit [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy). If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.