

**Licensing (Scotland) Act 2005
Guidance on Applying for Confirmation Of a
Provisional Premises Licence**

Before lodging your application for Confirmation of your Provisional Premises Licence please ensure that you have read the following guidance.

1. WHAT IS CONFIRMATION OF A PROVISIONAL PREMISES LICENCE?

Under the Licensing (Scotland) Act 2005 a Provisional Premises Licence application can be made in relation to any premises despite the fact that at the time the application is made, the premises are yet to be, or are in the course of being, constructed or converted for use as licensed premises. A Provisional Premises Licence has a provisional period of 4 years from the date of issue by the Licensing Board.

The holder of a Provisional Premises Licence, under the 2005 Act, may at any time before the expiry of the provisional period, apply to the Licensing Board which issued the Provisional Premises Licence, for confirmation of the licence.

The holder of the Provisional Premises Licence can apply to the Licensing Board which issued the Provisional Premises Licence, before the expiry of the provisional period to extend the provisional period by such period as the Licensing Board considers appropriate. The Licensing Board must be satisfied when considering an application for extension that the completion of the construction or conversion of the premises to which the licence relates has been delayed and the delay has been caused by factors out with the licence holder's control.

2. WHO CAN APPLY?

An application for confirmation of a Provisional Premises Licence can only be made by the holder of the relevant Provisional Premises Licence issued under the 2005 Act or an agent authorised to act on their behalf.

3. HOW DO YOU APPLY?

To apply for confirmation of a Provisional Premises Licence you should complete the online form together with the supporting documentation (see section 4) and relevant fee (see section 5) or apply by post.

BY POST

You can submit your application by post to the following address:

City of Glasgow Licensing Board
City Chambers
George Square
Glasgow G2 1DU

We recommend that you send the application by Recorded Delivery to ensure that it is received.

4. WHAT DOCUMENTS NEEDS TO ACCOMPANY THE APPLICATION?

The following documents need to accompany the application:

1. Section 50 Certificates under the 2005 Act:

- a) If food is to be supplied on the premises, a Food Hygiene Certificate.
- b) A Building Standards Certificate; and
- c) A planning certificate - if a provisional planning certificate consisting only of outline planning permission was provided to the Licensing Board at the time of the application for the Provisional Premises Licence, a planning certificate must be provided with this application.

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2. A copy of the Designated Premises Manager's Personal Licence, if the Personal Licence was not issued by City of Glasgow Licensing Board; and

3. Relevant fee (please see section 5 below).

Please note that your application will not be considered without all the above.

5. HOW MUCH IS THE APPLICATION FEE?

The fee payable is under Regulation 10 of the Licensing (Fees) (Scotland) Regulations 2007. The fee payable for a confirmation is the balance of the fee payable for an application for a Premises Licence less the amount already paid. The tables below may help you in determining the fee required with your application.

Application for the grant of a Premises Licence	
Category 1	£200
Category 2	£800
Category 3	£1100
Category 4	£1300
Category 5	£1700
Category 6	£2000
Application for the provisional grant of a Premises Licence	£200
Application for Confirmation of a Provisional Premises Licence	
Category 1	0
Category 2	£600
Category 3	£900
Category 4	£1100
Category 5	£1500
Category 6	£1800

	Rateable Valuable Band
Category 1	Premises not entered on the valuation roll or where the rateable value is nil. Also those premises: <ol style="list-style-type: none">1. where the main function is to provide a visitor attraction and the sale of alcohol is for consumption off the premises only;2. that are used wholly or mainly for the purposes of a club falling within the description specified in regulation 2 of the Licensing (Clubs) (Scotland) Regulations 2007; or3. their main function is to provide accommodation they are not open to the public other than to provide accommodation and alcohol sold on the premises is to be consumed in the premises by the guests residing there.
Category 2	Between £1 and £11,500
Category 3	Between £11,501 and £35,000
Category 4	Between £35,001 and £70,000
Category 5	Between £70,001 and £140,000
Category 6	Over £140,001

Applications submitted online should be paid by BACS transfer. Details of the bank account to which the fee should be paid will be provided on submission of your application online.

Applications lodged by post can be paid by Cheque or Postal Order only **(Do not send cash by post)**.

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Cheque and Card payments will only be accepted from the applicant or their registered agent. Cheques should be made payable to 'City of Glasgow Licensing Board' or 'Glasgow City Council'

6. HOW WILL THE APPLICATION BE PROCESSED?

Once an application has been received it will be passed to the Licensing team for review in order to determine if the application is competent.

If since the Provisional Premises Licence was issued by the Licensing Board; or
If since that time of issue, an application for a variation of the licence has been granted under the 2005 Act; and there has been no further variation (other than a minor variation) made to the Operating Plan or Layout Plan to which the premises relates the Board will confirm the licence.

7. HOW LONG WILL IT TAKE TO PROCESS THE APPLICATION?

Most applications for confirmation of Provisional Premises Licence are processed with 4 weeks of submission.

8. WHAT HAPPENS AFTER MY APPLICATION IS GRANTED?

Confirmation will be sent to you.

9. CAN I GET FURTHER INFORMATION?

Yes. If you have any further questions about the application process the Licensing Team will be happy to assist you. Please note that whilst the Licensing Team can provide guidance, the team cannot offer you legal advice.

You can contact us by phone, fax or email.

Licensing Team	Phone:	0141 287 5354
City of Glasgow Licensing Board	Email:	LicensingBoard@glasgow.gov.uk
City Chambers		
George Square		
Glasgow G2 1DU		

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