

**Depute Chief Executive -  
Education People and  
Business**  
Application for  
**Grant / Renewal of Theatre Licence**



sustainable thriving achieving  
**East Dunbartonshire Council**  
www.eastdunbarton.gov.uk

*Office Use Only*

Date Received	Fee Paid	Date Passed For Consultation	Decision	Date of Decision	No. Of Licence

**Please note, you can complete this form on your computer or alternatively, print and complete in ink using block capitals.**

<b>LICENCE DETAILS</b>	
Type of licence applied for	<input type="checkbox"/> GRANT / <input type="checkbox"/> RENEWAL
If renewal, state expiry date of current licence	

<b>1 APPLICANT DETAILS</b>	
Full name of actual and responsible manager	
Private Address	
Date of Birth	
Place of Birth	
Telephone Number	
Email Address	
Telephone Number	
Email Address	
Name, address, telephone number and email address of proprietor of premises or in the case of a partnership, company or firm state name and address of principal office.	
Name of Hall / Premises	
Address of Hall / Premises	
Will the hall / premises be used for any other business	YES / NO

When completed post to Licensing Team, East Dunbartonshire Council Headquarters, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ together with the appropriate fee. Applications can also be applied for and paid for online at the Council's website. In terms of timescales for processing and staff safety, we would encourage applications to submit applications electronically were possible.

<b>1 APPLICANT DETAILS</b>	
If YES state particulars	

<b>2 CRIMINAL CONVICTION DETAILS</b>				
Subject to the provisions of the Rehabilitation of Offenders Act 1974 and the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 state below particulars of ALL convictions recorded against you including details of Fixed Penalties and Conditional Offers issued by the Police or Procurator Fiscal. <b><u>NB. RECENT CHANGES TO THE LAW MEAN THAT ALL CONVICTIONS REQUIRE TO BE LISTED ON THE APPLICATION FORM.</u></b>				
Name	Date of Conviction	Court	Offence	Sentence

<b>3 DECLARATION</b>
<p>I have read and understand the requirements of the section relating to previous convictions.</p> <p>I declare that the particulars given by me on this form are true and I hereby make application for the grant or renewal of the licence applied for.</p> <p>(A) I/we declare that I/we shall, for a period of 21 days commencing with the date of submission of this application, display at or near the premises, so that it can conveniently be read by the public, a notice complying with the requirements of Paragraph 2(3) of Schedule 1 of the Civic Government (Scotland) Act 1982 or where applicable the Theatres Act 1968. A form that may be used for this purpose is attached. <b>OR</b></p> <p>(B) I/we declare that I am / we are unable to display a notice of this application at or near the premises because I/we have no rights of access or other rights enabling me/us to do so.</p> <p>(C) I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.</p> <p>Delete (A) or (B) as appropriate. Where declaration (a) is made, there must be produced in due course, a Certificate of Compliance with paragraph 2(2) of Schedule 1 to the Civic Government (Scotland) Act 1982 or where applicable the Theatres Act 1968</p> <p>Signature of Applicant or Agent _____</p> <p>Date _____</p> <p><b>Fee £85.45                      Duration of Licence 1 Year                      There is no refund given with this application</b></p> <p><b>Any person who in or in connection with the making this application, makes any statement which they know 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 4 on the standard scale (currently £2500).</b></p>

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## **REQUIRED DOCUMENTS**

The following documents are required to be submitted with all Theatre applications

- Layout Plan
- Public Liability Insurance for a minimum of £1M
- Fire Risk Assessment

## **NOTES**

In completing the attached application form, please note the following:

- All questions must be answered in full
- The application must be signed and dated
- The fee must be remitted along with the application
- The Site Notice must be placed on site for a 21-day period starting on the day of application

## PRIVACY NOTICE

The personal information you provide on this form will be used by East Dunbartonshire Council to process and determine applications for a theatre licence.

This personal information may also be shared with other departments within East Dunbartonshire Council, the Council committee's and/or boards, local councillors in the area of the application or other organisations for the same purpose and also to:

- check the information we hold is accurate;
- prevent and/or detect crime; and
- protect public funds.

Other organisations may include bodies responsible for auditing or administering public funds, public sector agencies, governmental departments, regulatory and law enforcement bodies including Police Scotland and the Scottish Fire and Rescue Service, private contractors used by the Council and bodies carrying out data matching exercises.

The legal basis for processing your personal information is:

- The Council's legal obligations under the following legislation:
  - the Civic Government (Scotland) 1982 (licensing functions in relation to a theatre licence) (and where applicable the Theatres Act 1968)
  - the Local Government (Scotland) Act 1973 (to ensure proper administration of the Council's financial affairs) (including the detection and/or prevention of fraud)
  - the Local Government (Scotland) Act 1973 (furnishing of information and documents to the Commission)
  - the Public Finance and Accountability (Scotland) Act 2000 (disclosure of data to Audit Scotland for data matching)
- The official authority vested in the Council pursuant to:
  - the Local Government (Scotland) Act 1973 (arrangement for discharge of functions by local authorities)
  - the Scheme of Administration – Civic Government Appeals Board – Terms of Reference: paragraph 1
- The following task carried out in the public interest:
  - to appropriately and sufficiently licence the use of premises for the performances of plays.
  - the prevention and detection of licensing fraud

East Dunbartonshire Council will be unable to process your application form if you fail to provide the information required and a theatre licence will not be granted. The information requested in this form is required under the Civic Government (Scotland) Act 1982 Schedule 1 and where applicable Theatres Act 1968, Section 12

East Dunbartonshire Council uses the Scottish Council on Archives Records Retention Schedules to manage the amount of time the Council keeps information. Further information on these can be found here [Scottish Archives website](#)

The information you have provided is classed under reference 04.005.075 and the retention period will be triggered from the date the licence expires and the information will then be held for 2 years

### Right of Access

You have the right to access the personal information the Council holds about you. This right is called a Subject Access Request, often referred to as a SAR.

You can receive a copy of your personal data held by the Council, details on why it is being used, who it has been/ will be shared with, how long it will be held for, the source of the information and if the Council uses computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found here. [Data Protection Details](#)

### Right to rectification

You have the right to request the Council correct any information held about you that is inaccurate.

### Right to erasure

When completed post to Licensing Team, East Dunbartonshire Council Headquarters, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ together with the appropriate fee. Applications can also be applied for and paid for online at the Council's website. In terms of timescales for processing and staff safety, we would encourage applications to submit applications electronically were possible.

## PRIVACY NOTICE

You have the right to request that the Council delete the personal information about you. This right is known as the right to be forgotten.

### Right to restrict processing

You have the right to request that the Council stops using your personal information, while retaining a copy of it.

### Right to Object

You have the right to object to the Council's use of your personal information. The Council will have to demonstrate why it is appropriate to continue to use your personal data.

You have the right to complain to the Information Commissioner's Office should you be unhappy with the way the Council has processed your personal data. Details on how to report a concern can be found here

[Information Commissioner's Office website](#)

Should you have any questions or concerns about the Council's handling of your personal data you can contact the Council's Data Protection Officer, Karen Donnelly, using the below noted details, who will be happy to discuss.

Telephone Number: 03001234510

Email: [dpo@eastdunbarton.gov.uk](mailto:dpo@eastdunbarton.gov.uk)

Address: 12 Strathkelvin Place, Kirkintilloch, G66 1TJ

## Other Formats & Translations

**This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510**

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgrìobhainn seo cur gu Gàidhlig ma tha sin a dhìth oirbh. Cuiribh fòin gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।

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