

# **EAST DUNBARTONSHIRE LICENSING BOARD**

**Licensing (Scotland) Act 2005, section 46**

## **APPLICATION FOR CONFIRMATION OF PROVISIONAL PREMISES LICENCE**

**If you are completing this form by hand, please write legibly in block capitals  
using ink.**

### **Question 1**

#### **Details of premises**

Name, address and postcode of the premises in respect of which the provisional premises licence is held.

### **Question 2**

#### **Details of provisional premises licence.**

Date of grant:

Licence number:

### **Question 3**

#### **Details of applicant**

Full name, address, postcode, phone number and e-mail address of applicant.

**Question 4**

Please state the date when it is intended that the premises will open to the public.

**DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT**

**If signing on behalf of the applicant please state in what capacity.**

I confirm that, since the provisional premises licence was issued, or if, since that time, an application for a variation of the licence has been granted under section 30 of the Licensing (Scotland) Act 2005, since the last such application was granted, there has been no variation (other than a minor variation) made to the operating plan or layout plan for the premises to which the licence relates.

I further confirm that the contents of this Application are true to the best of my knowledge and belief.

Signature \* (see note below)

Date

Capacity APPLICANT/AGENT

Telephone number of signatory

Email address of signatory

<b>I have enclosed the relevant documents with this application – please tick the relevant boxes</b>	
Fee	<input type="checkbox"/>
Provisional premises licence	<input type="checkbox"/>
Operating plan(with Question 8 completed)	<input type="checkbox"/>
Layout plan	<input type="checkbox"/>
Planning certificate	<input type="checkbox"/>
Building standards certificate	<input type="checkbox"/>
Food hygiene certificate	<input type="checkbox"/>

For use by the Licensing Board only	
Application checklist	
Date received	
Fee amount	
Receipt number	
Received by ( <i>INITIALS</i> )	
Consideration date	
Date granted/refused	

For use by the Licensing Board only	
Documents required	
Provisional premises licence	<input type="checkbox"/>
Operating plan	<input type="checkbox"/>
Layout plan	<input type="checkbox"/>
Planning certificate	<input type="checkbox"/>
Building standards certificate	<input type="checkbox"/>
Food hygiene certificate	<input type="checkbox"/>

Privacy Notice
<p>The personal information you provide on this form will be used by East Dunbartonshire Council to process and determine applications for confirmation of provisional premises licence.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• check the information we hold is accurate;</li> <li>• prevent and/or detect crime; and</li> <li>• protect public funds.</li> </ul> <p>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.</p> <p>The legal basis for processing your personal information is:</p>

- The Council's legal obligations under the following legislation:
  - the Licensing (Scotland) Act 2005 (licensing functions in relation to confirmation of provisional premises licence)
  - 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 following task carried out in the public interest:
  - to appropriately and sufficiently licence the sale of alcohol
  - 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 confirmation of provisional premises licence will not be granted. The information requested in this form is required under the Licensing (Scotland) Act 2005 (Section 46).

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 04.005.065 and the retention period will be triggered from the date the licence is superseded, surrendered or revoked and the information will then be held for 5 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**

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