



## Application for the Grant/Renewal of a Late Hours Catering Licence

### Each question must be answered

1. To be completed if an individual is making the application

Full Name	Surname		First Name
National Insurance Number			
Home Address (Including Postcode)			
Telephone Number			
Age, Date & Place of Birth	Years	Date of Birth	Place of Birth
Is the applicant names to carry out the day-to-day management of the activity	Yes / No		
Give name and address of person, company or firm employing you to trade or state if self-employed			

2. To be completed if not a natural person (e.g. company or partnership)

Full Name	Surname		First Name
Address (including Postcode) of Principal or Registered Office			
Telephone Number			

Name, Private Address, Dates of Birth of Directors, Partners or other Persons Responsible for its Management e.g. Office Bearer of a Committee	
Full Name, Address and Date and Place of Birth of Employee or Agent to carry on day-to-day management of the activity	

To be completed by all Applicants

Describe the premises (including address) in which or from which the catering is proposed to take place.	
State -  (a) Hours during and  (b) days during and  (c) the period during  Which it is proposed to Trade	Hours between  (a)                      a.m. and                      p.m. and  (b) DAYS and  (c) PERIOD *Temporary/1 year  *Delete as appropriate
State nature of good/services in which it is proposed to trade	

Please state particulars of any convictions or pending cases, including contraventions of Byelaws, Road Traffic Offences and Environmental Health/Food Hygiene Offences? YES/NO. If so, give particulars below.  
(If none please state "NONE")

Date	Court	Offence	Sentence



<b>Note</b>	
Applicants attention is drawn to the importance of completing this section of the form with total accuracy. In the event of an incomplete declaration this may result in the refusal of your application. A further application cannot be considered for a period of one year.	
Have you previously held or do you currently hold a licence of permit for late hours catering?	Yes/No
If Yes - when was the licence/permit granted?	
When did/does it expire?	
Which Authority granted the licence?	
Have you ever applied for and been refused a licence/permit for late hours catering?	Yes/No
If Yes - when were you refused?	
Which Authority refused you a licence/permit?	

Signature of Applicant or Agent

.....

Agent's Address .....

.....

Position of applicant in Company/Partnership if not otherwise stated

.....

Date .....

Please return the completed form together with the relevant fee to:

**The Licensing Administrator  
Clackmannanshire Council  
Kilncraigs  
Alloa  
FK10 1EB**

*If you require any further information please contact the Licensing Administrator on telephone number 01259 452093 or email address [licensing@clacks.gov.uk](mailto:licensing@clacks.gov.uk)*



## Late Hours Catering Licence

I, the undersigned hereby declare that an application for the grant/renewal of a Licence has been made to Clackmannanshire Council, Kilncraigs, Alloa.

A copy of the application form lodged with the Council is displayed opposite.

Any objection or representation relating to the application should be made to the Head of Community & Regulatory Services, Clackmannanshire Council, Kilncraigs, Alloa, FK10 1EB by .....

Any objection or representation must be made in writing, must specify the ground for the objection or the nature of the representation, must specify the name and address of the person making it, must be signed by him or on his behalf.

Such a representation shall be considered to have been made within the period referred to if it is delivered by hand within that period or posted (by registered or recorded delivery post) so that in the normal course of post it might be expected to be delivered within that period.

It should also be noted that where an objection or representation is made to the Council after the date referred to but before a final decision is taken on the application, it is competent for the Council to entertain it if satisfied that there is sufficient reason why the objection or representation was not made within the period of time stated.

.....  
(Applicant)

\*The date stated should be the Twenty First day after the latest of the following: -

- (a) the date of publication by the Council of a notice in a newspaper of the application where the form of licence falls within a prescribed class;
- (b) the date (if any), specified by the Council; and
- (c) the date the application was made to the Council.

The Site Notice must be displayed for the whole of the period of Twenty One days at or near the premises so that it can be conveniently read by the public



Licensing of Late Hours Catering Compliance Notice

I, .....

Applicant for a Late Hours Catering Licence, hereby certify that –

(a) a Notice has been posted at or near the premises at .....

.....

From (date) ..... To (date) .....

as required under Schedule 1 to the above Act.

Where the said Notice was removed, obscured or defaced during the above mentioned period, I took reasonable steps for its protection and replacement as follows (give details and circumstances below):

.....

.....

.....

OR

(b) that I have been unable to post a Notice as required under Schedule 1 to the above Act because I do not have the rights of access which would enable me to do so (give details and circumstances below):

.....

.....

.....

Signature .....Date .....

Position .....

To be returned to the Head of Community & Regulatory Services , Clackmannanshire Council, Kilncraigs, Alloa, FK10 1EB, after a Site Notice has been displayed for 21 day



**Civic Government (Scotland) Act 1982  
Certificate re Display of Notice**

I/We

hereby certify that I/we have, for a period of twenty one days beginning with the date on which application was made, displayed at or near the premises sought to be licensed, so that it can be conveniently read by the public, a notice in the prescribed form specifying the information required by para 2(3) of the First Schedule of the above Act.

Signature .....Date .....

Position .....

**To be returned to the Head of Community & Regulatory Services ,  
Clackmannanshire Council, Kilncraigs, Alloa, FK10 1EB,  
after a Site Notice has been displayed for 21 day**