



## Application for the Grant/Renewal of an Indoor Sports Entertainment 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		

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				



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

To be completed by all Applicants

<p>Name (if any) and address of premises for which a licence is required (hereinafter called "the premises") (include brief description of the premises)</p>	
<p>Specify the kind(s) of public sports entertainment to be carried on in the premises</p>	
<p>Specify days and time when it is proposed the premises will be open for the purpose of the above kind(s) of public sports entertainment.</p>	
<p>Maximum number of persons proposed to be admitted to premises at any one time</p>	
<p>Specify any temporary adaptation to premises to accommodate activity</p>	



Specify car parking facilities for customers	
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Subject to the provisions of the Rehabilitation of Offenders Act 1974 has any party named in 1 or 2 above been convicted of any crime or offence. **All crimes and offences must be declared**

Name	Date	Court	Offence	Sentence

Has any party named in 1 or 2 above previously held or does he currently hold an Indoor Sports Entertainment Licence?	Yes/No
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If yes, - which Authority granted the Licence?	
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What was its reference number?	
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When was it granted?	
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When was it granted?	
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When did/does it expire?	
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Has any party named in 1 or 2 above ever applied for and been refused an Indoor Sports Entertainment Licence or a licence for any other activity?	Yes/No
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Specify the third party liable insurance in force, giving details of insurance company and amount of cover.  (Public Liability insurance should not less than £5m).  Enclosed with the application	Yes/No
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\* (A) I/We declare that I/we shall, for a period of 21 days commencing with the date hereof, 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

(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, but that I/we have taken the following steps to acquire the necessary rights, namely :-  
(Here specify steps taken)

but have been unable to acquire those rights.

(C) I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.

Signature of Applicant or Agent

.....

Agent's Address .....

.....

Position of applicant in Company/Partnership if not otherwise stated

.....

Date .....

**N.B. 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 £500.**

\* 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 of the Civic Government (Scotland) Act, 1982.

**Community & Regulatory Services**



**Clackmannanshire  
Council**

[www.clacksweb.org.uk](http://www.clacksweb.org.uk)

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)*



## Indoor Sports Entertainment 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



**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**