



Indoor Sports Entertainment Licence

Why do I need an indoor sports entertainment licence?

A licence is required for any sporting event, contest, exhibition or display to which the public are invited as spectators, and which takes place inside premises. "Premises" means any permanent or temporary building, tent or inflatable structure or any part of a sports complex.

Please note that the event cannot take place until the licence is granted. Submission of the application, is of itself, insufficient.

Exemptions

An indoor sports entertainment licence is NOT required if the entertainment of the public is not the principal purpose for which the premises are used.

However, if the entertainment is taking place in a sports complex, a licence will still be required even if the entertainment is not the principal purpose for which the complex is being used.

- If you currently hold a public entertainment licence which will cover the event, then an indoor sports entertainment licence is not required.
- If you obtain an indoor sports entertainment licence you will not require a public entertainment licence.

Applications

The licence itself may be held in the name of a firm or company (i.e. non natural person) or in the name of an individual. Please ensure that you complete every part of the form. If a question is irrelevant please mark it "not applicable" unless otherwise stated.

For renewal applications, applicants are solely responsible for ensuring their renewal application form is lodged timeously, ideally around 6 weeks prior to the expiry date of the licence. Failure to lodge the renewal before the expiry date of the current licence will result in the licence lapsing.

Checks on Entitlement to Work

- For all applicants, evidence must be produced of entitlement to work in the United Kingdom, whether applying for a new licence or to renew an existing one. British citizens require to provide their current passport with the application. If an applicant does not have a current passport, then other documents must be provided as an alternative form of evidence. Information on alternative forms of evidence can be found on the Government website detailed below.
- For an EU national, the applicant's passport must be provided with the application.
- If neither a British citizen nor an EU national, the applicant's passport and residence permit confirming an entitlement to work in the UK must be provided.
- Original documents require to be exhibited and will be copied and returned to applicants.

- The application may also be passed to the UK Border Agency in relation to any issues arising on the applicant's entitlement to work in the United Kingdom.

Please see www.gov.uk for a full list of alternative documents that prove an individual's right to work in the UK.

Checks on Previous Convictions

For applicants seeking a new licence, and who were born or have been resident outside the UK for 6 months or more, there must be submitted with the application form documentation in relation to criminal record checks.

Applicants need to provide:

- If the applicant was born outwith the United Kingdom, a criminal record check must be provided from his or her country of origin. Applicants must also provide a criminal record check from any other country in which they have been resident for six months or more.
- If the applicant was born in the United Kingdom, but has lived in any other country or countries for six months or more, they must provide a criminal record check from those countries.
- In all cases, the criminal record checks provided must have been obtained within the six months prior to submitting the application and must be verified by the relevant UK based Embassy/High Commission where obtained from authorities outwith the United Kingdom.

We will not accept your application unless you can exhibit each of the above listed documents as appropriate. The documentation will be verified by a Customer Service Advisor.

Application Fees

Payment is due at the time of lodging. For application fees, please refer to the Civic Licensing Application Fees on our website at www.renfrewshire.gov.uk

No refund of application fees will be made for applications which are subsequently refused or withdrawn.

Display of Public Notice

The enclosed **display notice** requires to be completed and displayed at the location or premises to which the licence relates, for a period of 21 days, starting on the day the application is lodged at the licensing office. The 21 days will not commence until the application has been received at the Licensing Section and accepted as a valid application. If you are in any doubt about these dates, please email the Licensing Section on licensing.cs@renfrewshire.gov.uk or by telephone on 0300 300 0300 for clarification.

Compliance Certificate

The enclosed **certificate of compliance** requires to be completed **after** the 21 days date and returned to the licensing office. The dates on this certificate must reflect the 21 days that the notice was displayed.

Both the **display notice** and the **certificate of compliance** must be produced at the licensing office once the 21 days date is over.

Prior Refusal

If you have applied for and been refused an application for a indoor sports entertainment licence by Renfrewshire Council then, unless there has been a material change in circumstances, you cannot apply for the same kind of licence within one year of the date of refusal.

Processing your application

When your application is lodged and the appropriate fee has been paid, a copy of your application will be sent to Police Scotland, Scottish Fire & Rescue and various Council departments. They will carry out their own investigations and inspections and report back to the licensing office.

The legislation allows for consideration of the application within three months and a decision within nine months.

If an objection or representation is received in relation to your application, you will be sent a copy of the letter. Your application and the letter of objection or representation will then be referred to the Regulatory Functions Board meeting. You will be called to a hearing before the Board and given the opportunity of addressing the Board.

Right of Appeal

If your application is refused, or granted conditionally, you are entitled to ask the Council within 21 days to give reasons for such refusal, or the imposition of such conditions, and thereafter (within 28 days of the Board's decision) entitled to appeal to the Sheriff against the decision on certain grounds.

If there is an objection to your application and the application is subsequently granted the objector can also ask the Council to give reasons for such grant and thereafter is (within 28 days of the Board's decision) entitled to appeal to the Sheriff also.

You may wish to seek independent legal advice in relation to any appeal.

Conditions of Licence

Renfrewshire Council may attach additional conditions to the licence as it sees fit, with each application being dealt with on its own merits.

Duration of Licence

Applications for the grant of a licence are generally granted for a period of one year, whilst applications to renew an existing licence are normally granted for a two year period.

Any Further Questions

Should you have a query that is not covered in these guidance notes please contact the Civic Licensing Standard Officers by email at enforcement.licensing@renfrewshire.gov.uk for further information or advice.

Contact Details

Tel: 0300 300 0300

E-mail: customerservice.licensing@renfrewshire.gov.uk

Website: www.renfrewshire.gov.uk



Civic Government (Scotland) Act 1982

Application for Indoor Sports Entertainment Licence

NOTE:

Applicants should refer to the Guidance Notes when completing this application form. Please ensure questions are completed accordingly and all documentation required is provided.

For Official Use Only	
Date	
Receipt	
28 Days	
Police Report	

1 (a) To be completed if applicant is a natural person (individual) – Then complete 1.(c)		For official use only The details on this application have been checked against the original documentation and verified correct.
Full Name:		
Address:		
Postcode:		
Email Address:		
Home Phone Number:	Mobile Number:	
Date of Birth:	Place of Birth:	
Details of Person or Company employing you (or state if self-employed)		
Full Name:		
Address:		
Postcode:		
Email Address:		
Home Phone Number:	Mobile Number:	
Date of Birth:	Place of Birth:	
New Grants Only	<input type="checkbox"/> Criminal record check from Country Of Birth (other than UK) <input type="checkbox"/> Dated within past 6 months <input type="checkbox"/> Verified by the relevant United Kingdom-based Embassy or High Commission	CSC Advisor

2. Evidence of entitlement to work in the United Kingdom (UK)			
(See www.gov.uk for full details of documents that prove a right to work in the UK)			
a. British citizens (either i OR ii)	i	<input type="checkbox"/> Current UK Passport	For official use only The details on this application have been checked against the original documentation and verified correct
	ii	<input type="checkbox"/> An official letter or document from a Government Agency AND <input type="checkbox"/> Full birth, adoption or naturalisation certificate	
b. EU Nationals		<input type="checkbox"/> Current passport	CSC Advisor
c. All other applicants		<input type="checkbox"/> Current passport AND <input type="checkbox"/> Residence permit confirming an entitlement to work in the UK	

3. Have you resided abroad for more than six months?		For official use only
Yes <input type="checkbox"/>	Complete below	The details on this application have been checked against the original documentation and verified correct
No <input type="checkbox"/>		
List each country resided in for more than 6 months, and confirm that evidence of a criminal record check has been provided for each.		CSC Advisor
Country: _____ <input type="checkbox"/> Criminal record check <input type="checkbox"/> Dated within past 6 months <input type="checkbox"/> Verified by the relevant UK based Embassy or High Commission Country: _____ <input type="checkbox"/> Criminal record check <input type="checkbox"/> Dated within past 6 months <input type="checkbox"/> Verified by the relevant UK based Embassy or High Commission		
Additional Information:		

4. Are you applying to renew an existing Renfrewshire Council Indoor Sports Entertainment licence?

Yes Licence Number : ISE- _____ No

5. Has any party named in Question 1(a) or 1(b) above previously held or currently hold an Indoor Sport Entertainment licence?

Yes No

If **Yes**, which authority granted the licence?

When was it granted?

When does it expire?

6. Has any party named in Question 1(a) or 1(b) above ever applied for and been refused an Indoor Sports Entertainment Licence or had such licence suspended?

Yes No

If **Yes**, which authority refused the licence?

When was it refused/suspended?

7. Premises for which licence is required to carry out Indoor Sports Entertainment activities

Name of Premises (if applicable):

Address:

Postcode:

8. Please state the dates and times during which it is proposed to provide the indoor sports entertainment.

Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	
Saturday:	
Sunday:	

9. Please state the nature of the sport(s) to be displayed (eg type, sporting contests, exhibitions, displays etc)

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10. Please state the nature of the facilities provided to the public (seating, catering etc)

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11. Please state the maximum number of persons proposed to be admitted to the premises at any one time

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12. Are you the owner of the premises?

Yes Go to Question 14 No Go to Question 13

Statutory Notice

***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.**

***(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 / We are unable to display a notice of this application at or near premises because I / We have no rights of access of other rights enabling me/us to do so, but I / We have taken the following steps to acquire the necessary rights, namely:-
(Please specify the steps taken)

but have been unable to acquire those rights.

Data Protection

We need your details to provide you with the licence you have applied for. They will be used for the purposes of the Council's public functions. This includes consulting on and determining your application for the above licence. We may check your details with other information held and may share these with other Council services, the police and fire authorities, HM Revenue and Customs, UK Borders Agency, the statutory consultees and other public bodies for the above purposes and in order to check the accuracy of the information, to prevent or detect fraud or crime or to protect public funds.

Any person who, in connection with the making of this application, makes any statement, which 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 level 4 on the standard scale.

The information you provide on your application form will also be publicly available on a statutory Public Register that has to be kept by the Council and made available for any member of the public to view. This may include your name and address, as well as other details relating to your licence. You should also be aware that this information may be more widely published on the internet in relation to licensing committee meetings within minutes and agendas relating to your licence application, changes to your licence and hearings in relation to your licence, More information on how the Council handles your personal information can be obtained from <http://www.renfrewshire.gov.uk/article/2201/Privacy-policy>.

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

Signature	Date
Print Signature	

For CSC official use only:

The details on this application form have been checked against the original documentation required and verified as correct on the date this application was accepted at the Customer Service Centre.

Signed: _____ Date: _____

CSC Advisor

Complete applications should be emailed in to the Customer Service Team for verification in the first instance at:
customerservice.licensing@renfrewshire.gov.uk

For Official Use Only

GRANTED UNDER DELEGATED POWERS

HEAD OF CORPORATE GOVERNANCE **DATE**

Indoor Sports Entertainment Licence Conditions

1. The use of the premises is restricted to the following kind or kinds of sports entertainment or recreation, viz: ***kind of entertainment***
2. The number of persons admitted to the premises at any one time shall not exceed: ***number of people***
3. The premises may be open for the purposes of public sports entertainment only as follows:-

dates and times
4. The licence holder shall comply with any order or instruction given by any constable for the prevention of annoyance to the public or to the occupiers of any premises or in connection with any emergency or disturbance (including an order or instruction to close the premises for a limited period) or on any occasion when such constable in his discretion may consider it necessary in the public interest to give order or instruction.
5. The licence holder shall not in any way alter, erase or deface his licence.
6. The licence holder shall collect and remove any paper, garbage or other refuse which may be produced or may accumulate in the course of the entertainment.
7. The licence holder shall comply with or ensure compliance with such recommendations as may be made by the fire authority and where the premises include catering facilities, the food hygiene regulations.
8. The licence holder shall maintain in force at all times adequate third party liability insurance.

Display Notice for applications under the Civic Government (Scotland) Act 1982

New Grant	
Renewal	

Type of Licence applied for:			
Applicant Name and address:	Name		
	Town		Postcode
Address of Premises to be licensed:			
	Town		Postcode
Proposed Days & Times you will be operating:			
Nature of Business: <i>(please describe the details of the licensable activities you will be carrying out or the goods you are selling)</i>			
Name and address of Day to day manager or agent	Name		
	Town		Postcode
Date application lodged	/ /		
Last date for representations/objections <small>(28 days after the application was accepted as lodged)</small>	/ /		

Representations / objections should be sent to: licensingadmin.cs@renfrewshire.gov.uk or by post to:
Renfrewshire Council, Licensing Section, Renfrewshire House, Cotton Street, Paisley, PA1 1TT

Important - Please see additional information below in relation to the format for representations or objections for the public and information for the applicant regarding this notice

Representations/Objections

Representations/objections about the application may be made by any member of the public.

Representations / objections must:

- be in writing
- specify the grounds of the objection, or as the case may be, the nature of the representation
- set out the name and address of the person making it
- must be signed (including electronically) by the person, or on their behalf; and
- be made within 28 days of the application

Copies of any representations or objections will be given to the applicant.

If a representation or objection is made to the Licensing Authority after this date but before a final decision is taken on the application, then the Licensing Authority may consider the late representation or objection if it is satisfied that there is sufficient reason for the representation or objection to have been made after the deadline.

Representations / objections should be sent to: licensingadmin.cs@renfrewshire.gov.uk or by post to: Renfrewshire Council, Licensing Section, Renfrewshire House, Cotton Street, Paisley, PA1 1TT

Display information for applicant

- Both pages of this notice MUST be clearly displayed
- This notice must be displayed on or near the premises to be licensed in a position where it can be easily read by the public.
- This notice must be displayed for a period of 21 days from the date the application was lodged with the Licensing Authority.
- The last date for representations/objections is 28 days from the date the application was lodged. This date must be marked in the relevant box on Page 1 of this Notice.
- After the notice has been displayed for 21 days, a certificate of compliance must be completed and the notice displayed at the premises both returned to the Licensing Authority at the address above. Alternatively confirmation of display can be submitted in writing and signed, together with full applicant and premises details.

Certificate of Compliance

Confirmation of display of public notice

Civic Government (Scotland) Act 1982

Confirmation of display of notice

This section must be completed by the applicant and the whole notice returned to the Licensing Authority at the end of the 21-day display period.

Your confirmation should be sent to:

licensingadmin.cs@renfrewshire.gov.uk or by post to:

Renfrewshire Council
Licensing Section
Renfrewshire House
Cotton Street
Paisley

Alternatively, please provide confirmation of display in writing with signature, along with full applicant and property details.

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

I (Full name of applicant)			
Applicant for a (insert type of licence)			
Certify that the notice of application has been displayed as prescribed above for a period of not less than 21 days from _____ ending on _____			
Applicant's signature		Date	