Fife Council logo

**LICENSING (SCOTLAND) ACT 2005**

**Section 50 Planning/Provisional Planning Certificates**

**NOTES FOR GUIDANCE**

These guidance notes set down the requirements to enable a Planning Certificate or Provisional Planning Certificate to be issued as a set down by Section 50 of the Licensing (Scotland) Act 2005. This certificate is confirmation from Fife Council, Development Services that your premises either have the appropriate planning permission for your intended use, or that such permission is not required.

In order to apply for a Certificate, you should complete the attached request form and submit it by email to [development.central@fife.gov.uk](mailto:development.central@fife.gov.uk) or alternatively **send to** **Gateway Team, Fife Council, 3rd Floor, Fife House, North Street, Glenrothes, Fife, KY7 5LT.**

The following information is required to be submitted along with your request:-

* 1 copy of Section 50 Planning Certificate request form (please see below)
* 1 location plan (clearly identifying the premises to which the application relates, with the site boundary outlined in red)
* Details of any relevant planning permission including reference number, date issued and description of proposal; **or**
* Details of any Certificate of Lawfulness obtained including reference number, date issued and description of proposal; **or**
* The submission of further information in respect of the existing and proposed use of the property.

**FIFE LICENSING BOARD**

**APPLICATION FOR CERTIFICATE UNDER SECTION 50 OF**

**THE LICENSING (SCOTLAND) ACT 2005**

**(PLANNING CERTIFICATE/PROVISIONAL PLANNING CERTIFICATE)**

**APPLICANT INFORMATION**

**Question 1**

Name, address and postcode of premises for which Certificate is sought.

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| Name:  Address:  Postcode: |

**Question 2**

(a) Particulars of applicant: name, address and postcode.

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| Name:  Address:  Postcode:  Contact Details:  Tel No: Mobile No:  E-Mail Address: |

(b) Particulars of agent: name, address and postcode.

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| Name:  Address:  Postcode:  Contact Details:  Tel No: Mobile No:  E-Mail Address: |

If details of an agent are provided in response to question 2(b) all correspondence and contact will be with that person or organisation.

**Question 3**

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| 3. (a) I am applying for a Planning Certificate\*  (b) I am applying for a Provisional Planning Certificate\*  \* Please delete a or b |

**Question 4**

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| 4. Provide **ONE** of the following pieces of information to enable completion of your certificate:  (a) Date and planning application reference number; or (Planning Permission in Principle - previously known as outline planning permission).  (b) Date and planning application reference number of Certificate of Lawfulness.  (c) A clear and accurate description of the existing and proposed use of the premises. |

Date:

Signature:

***(applicant/agent: delete as appropriate)***

“How we use your information

The information provided by you on this form will be used by Fife Council in order to process your application.  It will be shared with Police Scotland and other Council Services and if appropriate NHS Fife and Scottish Fire and Rescue and information will be obtained from Police Scotland and other Council Services and if appropriate NHS Fife and Scottish Fire and Rescue. Further information on how your information is used and why can be found here:

<https://www.fife.gov.uk/kb/docs/articles/privacy-notices/liquor-licence>

  The Licensing Board’s Data Protection Officer can be contacted on: [dataprotection@fife.gov.uk](mailto:dataprotection@fife.gov.uk)”.