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| **Licensing (Scotland) Act 2005, Section 46**  **Application for Confirmation of Provisional Premises Licence** | **Fife Licensing Board logo** | |
| **This application should only be completed by the**  **Licenceholder of the appropriate Premises Licence**  **or their Agent.** | **For Official Use Only** | |
| Date Rec'd |  |
| Fee Paid & Receipt No. |  |
| Copy to:-  LSO  CC  ES  BS |  |
| Decision |  |

**Section 1: Applicant Information**

1(a) Name, address and post code of licensed premises.

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**Section 2: Particulars of Provisional Premises Licenceholder**

2(a) Provide full name, address (including post code) and, if an individual, date and place of birth.

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| --- | --- |
| 2(b) Reference number of Provisional Premises Licence. | FLB: |

**Section 3: Premises Manager Details**

|  |  |
| --- | --- |
| 3(a) Name: | Date of Birth: |
| 3(b) Contact Address: | |
| 3(c)/ | |

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| --- |
| 3(c) E-mail Address: |
| 3(d) Telephone Numbers -  Landline: Mobile: |

3(e) Personal Licence

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| --- | --- | --- |
| **Date of Issue** | **Name of Licensing Board**  **Issuing** | **Personal Licence Number** |
|  |  |  |

**Section 4:**

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

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

I confirm that:

4.1 The contents of this application are true to the best of my knowledge and belief; and

Either

4.2 Since the Provisional Premises Licence was issued**\***, or

4.3 Since the Provisional Premises Licence was issued and an application for a variation of the licence was granted\*

**\*** (delete as appropriate)

there has been no variation (other than a minor variation) made to the Operating Plan or Layout Plan for the premises.

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| I have enclosed the relevant documents with this application - please tick the relevant boxes |

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| --- | --- |
| Fee (see below) |  |
|  |  |
| Operating Plan |  |
|  |  |
| Layout Plan |  |
|  |  |
| Planning Certificate\* |  |
|  |  |
| Building Standards Certificate |  |
|  |  |
| Food Hygiene Certificate |  |

\* Only required if the Provisional Premises Licence was granted following the issue of a **Provisional Planning Certificate**.

This application should be lodged by posting to:-

Signature: …………………………………………………………. Date: …………...………..……

*Applicant/Agent (delete as appropriate)*

If signed by agent, please state capacity: ……………………………………………………………..…

and details:

Name: ………………………………………………………………………………………………………...

Address: ……………………………………………………………………………………………………...

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Tel. No. and e-mail address of signatory: ……………………………………………………………..….

Return to: Clerk to the Licensing Board, Licensing Team, Fife House, North Street, Glenrothes, Fife, KY7 5LT together with the appropriate fee.

Telephone: 03451 55 11 77 or email [liquor.admin@fife.gov.uk](mailto:liquor.admin@fife.gov.uk)

The application may also be sent by e-mail to liquor.admin@fife.gov.uk.

**Online payments can be made at:** [**www.fife.gov.uk**](http://www.fife.gov.uk) **click Pay then Make a Payment, Click Liquor Licence from the list, add your reference as your FLB number or Premises Name.**

**Please attach a copy of the receipt with this application, which is your proof of payment.**

**Data**/

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“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).”

**Fee Payable**

The fee payable is the fee for the category into which the premises falls minus the fee of £200 already paid for the Provisional Premises Licence application.

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| **Categories** | **Rateable Value Bands** | **Fee for Provisional Premises Licence Application** | **Fee for Confirmation Application** | **Total** |
| Category 1 | Nil/Clubs/Visitor Attractions | £200 | £0.0 | £200 |
| Category 2 | £1 - £11,500 | £200 | £600 | £800 |
| Category 3 | £11,501 - £35,000 | £200 | £900 | £1,100 |
| Category 4 | £35,001 - £70,000 | £200 | £1,100 | £1,300 |
| Category 5 | £70,001 - £140,000 | £200 | £1,500 | £1,700 |
| Category 6 | Over £140,000 | £200 | £1,800 | £2,000 |