



Application For a Sexual Entertainment Venue Licence

Please read the following instructions

Before completing this form please read the notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

All questions must be answered, unless otherwise stated. If relevant questions are not answered, the application will be deemed incomplete and returned to the applicant.

SECTION 1: TYPE OF LICENCE

1.1 Specify the type of licence you are applying for

	Please Tick One Box Only
Grant	<input type="checkbox"/>
Renewal	<input type="checkbox"/>
Variation	<input type="checkbox"/>

If the application is for a variation, please state the nature of the variation below:

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SECTION 2: APPLICANT/LICENCE HOLDER DETAILS

2.1 Is the applicant:

	Please Tick One Box Only
Individual	<input type="checkbox"/> please answer questions 2.2 & 2.3
Company or other corporate body	<input type="checkbox"/> please answer questions 2.4 to 2.6
A Partnership	<input type="checkbox"/> please answer question 2.7 to 2.9

All applicants must then complete Sections 3 – 7

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2.2. Individual Applicant			
Title	Surname	First Name(s)	
Date of Birth		Place of Birth	
Home Address (<i>Include flat position, house name etc</i>)			
Post Town		Postcode	
Contact Telephone No.		Email Address	
Home:			
Mobile:			
2.3 Are there any other persons responsible for the management of the premises/business other than those stated in question 2.2?			
Yes	<input type="checkbox"/> (Please provide details below)		
No	<input type="checkbox"/>		
Please state their full name, address, date of birth and place of birth (continue a separate page if necessary)			
Full Name	Address	Date of Birth and place of Birth	

Please state the name of the person who will be in day-to-day control of the premises (the manger)

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2.4 Company of other corporate body

Name of the Applicant (Company name)

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Address of registered or principle office:

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Post Town		Postcode	
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Contact Telephone No.	Email Address
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Home: Mobile:	
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2.5 Full names, home addresses and dates of birth and place of birth of all directors (continue on separate sheet if necessary)

Name	Address	Date and Place of Birth

2.6 Are there any other persons responsible for the management of the premises/business?

Yes (please provide details below)

No

Please state their full name, address, date of birth and place of birth (continue on a separate page if necessary)

Full Name	Address	Date of Birth and place of Birth

Please state the name of the person who will be in day-to-day control of the premises (the manger)

2.7. Partnership

Name of partnership

Address of partnership

Post Town

Postcode

Contact Telephone No.

Email Address

Home:

Mobile:		
2.8 Full names, home addresses and dates of birth and place of birth of all partners (continue on separate sheet if necessary)		
Name	Address	Date and Place of Birth
2.9 Are there any other persons responsible for the management of the premises/business other than those stated in question 2.8?		
Yes	<input type="checkbox"/> (Please provide details below)	
No	<input type="checkbox"/>	
Please state their full name, address, date of birth and place of birth (continue on a separate page if necessary)		
Full Name	Address	Date of Birth and place of Birth
Please state the name of the person who will be in day-to-day control of the premises (the manger)		
SECTION 3: PREVIOUS CONVICTIONS AND LICENCES		
Has the applicant ever been known by another name?	YES <input type="checkbox"/> Please provide details below	NO <input type="checkbox"/>

Have you or any other person named in this application ever been convicted of any crime or offence (including any spent convictions as defined in the Rehabilitation of Offenders Act 1974)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has anyone named on this application ever been refused a sexual entertainment licence from Aberdeen City Council?	YES <input type="checkbox"/> If so please give name, and date refused below	NO <input type="checkbox"/>
Has the applicant ever had a sexual entertainment venue licence revoked?	YES <input type="checkbox"/> Please provide details below	NO <input type="checkbox"/>
SECTION 4: PREMISES DETAILS		
Name of the premises		
Premises Address		
Post Town		Postcode
Contact Telephone No.	Email Address	
Home:		
Mobile:		
Are the premises licensed under the Licensing (Scotland) Act 2005?		
Yes	<input type="checkbox"/>	
No	<input type="checkbox"/>	

SECTION 5: DETAILS OF OPERATION		
Day	Opening time	Closing time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Is the proposal for full nudity?		
Yes	<input type="checkbox"/>	
No	<input type="checkbox"/>	
Describe the nature of the entertainment, e.g. lap-dancing, pole dancing, state strip-tease		
SECTION 6: CHECKLIST AND ENCLOSURES		
I confirm that I have enclosed the following: (please tick)		
The relevant application fee	<input type="checkbox"/>	
A layout plan for premises	<input type="checkbox"/>	
A copy of the Staff Welfare Policy	<input type="checkbox"/>	
A copy of the Code of Practice for dancers (if appropriate)	<input type="checkbox"/>	
A copy of the Code of Conduct for customers (if appropriate)	<input type="checkbox"/>	
Advertisement		
I declare that a public notice advertising this application has today been displayed upon the proposed premises where it may be conveniently read by the public and will remain thereon for a period of 21 days	<input type="checkbox"/>	
I declare that within seven days of the date of this application a public notice advertising this application will be publicised in the local press.	<input type="checkbox"/>	

I understand that Aberdeen City Council will advertise my application on Tell Me Scotland	<input type="checkbox"/>		
I understand that if I do not comply with the above requirements my application will be rejected	<input type="checkbox"/>		
SECTION 7 – SIGNATURES			
Signature of applicant or applicant’s solicitor or other duly authorised agent. If signing on behalf of the applicant, please state in what capacity.			
<p>Signature:</p> <p>.....</p> <p>Date:</p> <p>.....</p> <p>Capacity:</p> <p>.....</p>			
Contact Name (Where not previously given)			
Contact Address			
Post Town		Postcode	
Contact Telephone No.		Email Address	
Home:			
Mobile:			
NOTES			
<ul style="list-style-type: none"> Completed application forms should be returned to Licensing@aberdeencity.gov.uk 			

- Payment can be made by debit or credit card on our payment portal [Civica Payments Portal - Pay Here \(civicaepay.co.uk\)](https://civicaepay.co.uk) (Please change the filter from all shops to licences)
- Requirements for layout plan – The plan must be electronic and show:
 1. The layout of the premises including, e.g. stage, bars, cloakroom, WCs, performance area, dressing rooms.
 2. The extent of the boundary of the premises outlined in red
 3. The extent of the public areas outlined in blue
 4. Uses of different areas in the premises, e.g. performance areas, reception, staff facilities.
 5. Structures or objects (including furniture) which may impact on the ability of individuals to use exits or escape routes without impediment.
 6. Location of points of access to and egress from the premises.
 7. Any parts used in common with other premises.
 8. Position of CCTV cameras
 9. Where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor.
 10. The location of any steps, stairs, elevators or lifts.
 11. The location of any public conveniences, including disabled WCs.
 12. The location and type of any fire safety and other safety equipment.
 13. The location of the kitchen (if applicable).
 14. The location of emergency exits.
- Any person who, in connection with an application for a grant, renewal, variation or transfer of a sexual entertainment licence, makes a false statement which he knows to be false in any material respect of which he does not believe to be true is guilty of an offence and liable on summary conviction to a fine not exceeding £20,000

Your data: application for the grant, renewal or variation of a Sexual Entertainment Venue Licence

How we use your data

Aberdeen City Council, as the Licensing Authority, collects and records the personal information you provide in this form, along with supporting documentation, in order to process your licence application.

In processing and determining your application, the Council as Licensing Authority may share the information you have provided with (1) the Chief Constable, Police Scotland, (2) the Scottish Fire and Rescue Service (where the activity is to be carried on in premises), and (3) the members of the Licensing Committee when they require to determine your application.

If your application requires to be considered at a meeting of the Licensing Committee, or its Sub-Committee, an agenda will be prepared for the hearing of your application. In order to publish the agenda for the meeting the relevant information provided on your application is uploaded to an electronic committee management system.

We are required to display your application on a public register. The register will show your name, date of receipt of your application, and the final decision. It will also note the type and terms of the licence granted and will subsequently show any suspension, revocation, variation or surrender of the licence. The register is open to inspection by any member of the public.

The Council doesn't share the information you've provided with any other third parties, unless we're authorised or required to do so by law, which may include HMRC.

How long we keep your information for

If your application for a licence is granted, the application form and related documents will be retained by the Council's Licensing Team for a period of two years, from the date this licence expires. If your application is withdrawn or refused the application form and related documents will be retained for a period of two years from the date of withdrawal or refusal.

In the event your application is considered by the Licensing Committee, the Committee Meeting Agenda, Minutes and accompanying papers including limited details of your application, provided it was not deemed confidential, are published on the Council's website indefinitely. If the Committee has deemed your application confidential and considered it in private, the minute which is published will be anonymised.

Your rights

You have rights in relation to your data, including the right to ask for a copy. [See more information about all the rights you have](#), as well as contact details for the Council's Data Protection Officer. You also have the right to make a complaint to

the [Information Commissioner's Office](#) if you think we haven't handled your data properly.

Our legal basis

Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal bases for processing personal data in relation to your application for a licence is Article 6(e), Article 9 (g) and Article 10 of the General Data Protection Regulation (GDPR) in that the Council is exercising its official authority and function under Parts 1 and 2 and Schedule 1 of the Civic (Government) (Scotland) Act 1982 and as such requires to process some information which is classified as special category under GPDR for reasons of substantial public interest.