

CINEMA ACT 1985
APPLICATION FOR GRANT / RENEWAL/TRANSFER OF
CINEMA LICENCE



Applicant's Details.			
<u>COMPLETE EITHER QUESTION 1 OR 2 and ALL OTHER QUESTIONS.</u>			
Q1. To be completed if applicant is an individual			
a. Full name	<u>Surname(s)</u> (including any maiden name)		<u>Forename(s)</u>
b. Home address	Postcode:		
c. Telephone No.	<u>Home</u>	<u>Mobile</u>	
d. E-mail address			
e. Age, date & place of birth	Age	Date of Birth	Place of Birth
Q2. To be completed if applicant is a Company or Partnership			
a. Full name of Company/Partnership	Company <input type="checkbox"/> or Partnership <input type="checkbox"/> Name:		
b. Address of Principal or Registered Office	Postcode:		
c. Telephone No.			
d. Email address			
e. Full names, home addresses and dates of birth of all directors or partners (continue on separate sheet if necessary)			
Name	Address	Date of Birth	Place of Birth

Q3. Has any party named in Q1 or Q2 above been convicted of any crime or offence? Please include any Road Traffic Offences and any spent convictions as defined in the Rehabilitation of Offenders Act 1974.	Enter Yes or No Only Yes <input type="checkbox"/> No <input type="checkbox"/>
---	---

Q4. Licence Details

a. (i) Type of licence applied for	GRANT <input type="checkbox"/>	RENEWAL <input type="checkbox"/>	TRANSFER <input type="checkbox"/>
(ii) If application is for the grant of a licence, and period for which licence is sought is less than one year, state period required.			
(iii) If application is for renewal of a licence, and period for which licence is required is less than one year, state period in weeks.			

Q5. Premises Details

a. Name and address of premise(s) to be licensed.	Name: Address: Postcode:		
b. Telephone No. of premises			
c. State days and hours of trading for which the licence is required	Days	Times	
d. State the maximum number of persons to be admitted to the premises at any time and a breakdown of capacity by screen.			
e. Please provide the name and contact details of an individual with whom an inspection of the premises can be arranged.			

Check List

I have enclosed

a) a copy of the Third Party Public Liability Insurance	<input type="checkbox"/>
b) the appropriate fee	<input type="checkbox"/>

I/We declare that the particulars given are correct to the best of my/our knowledge and belief.

Date: _____ Signature of Applicant or Agent: _____

Agent's Address and Telephone Number: _____

NB Any Person, who in connection with the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false in a material

particular may be guilty of an offence.

OFFICE USE ONLY

Date Received:

Fee Paid:

Receipt No:

When completed, this form should be returned to the Legal Services, Governance, Aberdeen City Council, Business Hub 6, First Floor South, Marischal College, Broad Street, Aberdeen, AB10 1AB along with the appropriate fee. Cheques should be made payable to "Aberdeen City Council". For assistance in completing the form, please telephone Licensing on (01224) 522449.

Your data: Cinema Licence grant, renewal or transfer

How we use your information

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 will share the information you have provided with (1) the Chief Constable, (2) the Scottish Fire and Rescue Service, 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 and date of receipt of your application, and the final decision. It will also note the type and the 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.

How long we keep your information for

If your application for a licence is granted, the application for and related documents will be retained by the Council's Licensing Team for a period of 2 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 of it. [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 basis for processing personal data in relation to your application for a licence is Article 6(e) and Article 9(g) of the General Data Protection Regulation (GDPR) in that the Council is exercising its official authority under Section 3 of the Cinemas Act 1985 and as such requires to process some information which is classified as special category under GPDR for reasons of substantial public interest.