



Community and Enterprise Resources
Executive Director **David Booth**
Planning and Regulatory Services

South Lanarkshire Licensing Board Licensing (Scotland) Act 2005, Section 50

You can complete this Section 50 form and print it out, or print it and complete by hand, using block capital letters. This form requires to be signed.

Returns address information

You should submit a copy of this application form to **each** department that you require a Section 50 certificate from.

Planning and Building Standards, Planning and Regulatory Resources, South Lanarkshire Council, 6th Floor Council Offices, Almada Street, Hamilton, ML3 0AA

Environmental Services, Planning and Regulatory Resources, South Lanarkshire Council, First Floor, Brandon Gate, 1 Leechlee Road, Hamilton, ML3 6AU.

Further information

For further information, contact Licensing and Registration. Phone 0303 123 1015, email licensing@southlanarkshire.gov.uk or visit us at one of our offices:

- The Town House, 102 Cadzow Street, Hamilton, ML3 6HH
- Town Hall, 139 Main Street, Rutherglen, G73 2JJ

For more information or if you want this information in a different format or language, please phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk.

Using your personal information

We, South Lanarkshire Council, will use the information that you have provided to us in connection with the statutory function of processing of your application. This includes checking the validity of the information provided and checking your suitability to be given and to hold a licence by sharing it with other public bodies.

If your application is successful, we will use the information in order to fulfil our management and regulation role as a licensing authority. We will place certain information from your application onto a public register as required by law. The register is publicly available to view.

We will share your information with South Lanarkshire Council's Planning and Regulatory Services in order to check the accuracy of information provided on your application. Your information will only be processed when it is lawful to do so.

Your rights

You have the right to ask us to

- confirm that we are using personal information about you, detail what that information, to whom we have disclosed your information and a copy of the information that we have about you (The right of access)
- correct any incorrect or misleading personal information that we have about you (The right to rectification)
- stop using any or all of your personal information (The right to object)
- to delete or destroy your personal information (The right to erasure) and
- stop using your personal information until we can look into correcting your personal information or our justification for using your personal information or to stop us deleting your personal data where you need it in connection with any legal claims (the Right of Restriction)

For more information on your rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice on the council's website at www.southlanarkshire.gov.uk/privacy or you can ask for a paper copy from the Data Protection Officer (details are below).

If you have any queries or are unhappy about the way that we use your personal information or have responded to you in relation to any of your rights, you can contact



The council's Data Protection Officer
The Data Protection Officer, Administrative and Legal Services,
Finance and Corporate Resources, Floor 11, Council Offices,
Almada Street, Hamilton ML3 0AA

Phone: 0303 123 1015 or by email to dp@southlanarkshire.gov.uk



The Information Commissioner

You also have the right to complain to the Information Commissioner about the way we have handled your rights, to enquire about any exercise of those rights or to complain about the way that the council has dealt with your rights (or any other aspect of data protection law) The Commissioner's Contact Details are:

Information Commissioner's Office, Wycliff House, Water Lane Wilmslow, Cheshire SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745 (if you prefer to use a national rate number). Alternatively fax to: 01625 524 510 or go online at:

<https://ico.org.uk/concerns/handling/>

If applying for a full grant of licence please tick which certificates you are applying for:

- Application for a Planning Certificate as to the suitability of the premises for which a Premises licence or Provisional Premises licence is being sought
- Application for a Building Standards Certificate as to the suitability of the premises for which a Premises licence is being sought
- Application for a Food Hygiene Certificate as to the suitability of the premises for which a Premises licence is being sought

Provisional premises only require a Section 50 Certificate from Planning

What type of premises licence are you applying for:

- On Sale Off Sale On and Off Sale

Question 1

Name, address and postcode of premises

Question 2

Name, address and postcode of applicant

Question 3

Contact phone number of applicant

Question 4

Email of applicant

Question 5

Name, address and postcode of agent

Question 6

Contact phone number of agent

Question 7

Email of agent

Question 8

Planning application reference (if applicable)

Question 9

Building warrant reference (if applicable)

Signature

Date

Notes

- Planning, Building Standards and Environmental Services charge for Section 50s
- A Building Warrant/Certificate of Completion requires to be granted for a Certificate of Suitability to be issued for the Grant of a New Licence
- The Certificate when issued will be valid only for six months from date of issue