



5. Date of Provisional Grant:	
6. Date of Affirmation (where applicable):	
7. Projected Completion/Opening Date of Premises: (See Notes below)	
8. Have you or, in the case of a company/partnership your employee or agent, been convicted of any offences or have you been issued with any Fixed Penalty Notices?	<p style="text-align: right;">YES/NO</p> <p>If YES, give details below. NB Details of ALL CONVICTIONS AND FIXED PENALTIES (CRIMINAL AND ROAD TRAFFIC) including spent convictions must be given.</p>

**Details of Convictions and Fixed Penalty Notices (Please read carefully)**

**ALL CONVICTIONS AND FIXED PENALTIES (CRIMINAL AND ROAD TRAFFIC) INCLUDING SPENT CONVICTIONS MUST BE LISTED EVEN IF THEY HAVE BEEN PREVIOUSLY DISCLOSED ON A PRIOR APPLICATION FORM**

<u>Date</u>	<u>Court</u>	<u>Crime/Offence</u>	<u>Penalty</u>
-------------	--------------	----------------------	----------------

**DATA PROTECTION ACT 1998 - YOUR PERSONAL DATA**

Dundee City Council respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal data you have provided will be used to process the application in terms of the Act stipulated on this form. Your data may be disclosed to Tayside Police and other Council departments involved in the processing of the application and elected members when considering the application. The data (with the exception of details of any convictions) will also be kept in a register which is open to public inspection. Dundee City Council is the registered Data controller. Any queries regarding the processing of your personal data by Dundee City Council should be directed to the Principal General Services Officer, on (01382) 434000. A copy of the Council's Data Protection Policy can be obtained by writing to the Principal General Services Officer, 21 City Square, Dundee DD1 3BY.

Date ..... Signature .....  
Applicant/Agent

Address of Agent (if any)

.....

.....

.....

## NOTES

1. This application should be lodged with the Depute Chief Executive (Support Services), Dundee City Council, 20 City Square, Dundee. A fee of £34 should accompany this application. Cheques should be made payable to Dundee City Council.
2. An application for declaration of finality shall not be considered by the Licensing Board until at least 14 days after the receipt of this application.
3. Premises will be inspected by various technical officers prior to the application being granted. Please note that the premises **must** be suitable for opening to the general public before finalisation is approved and you should take this into account when estimating projected completion date.
4. In the case of a company/partnership, if this is the first intimation of the employee or agent responsible for the day to day running of the premises, two character references should accompany this application.
5. DVLA Licence details are required by Tayside Police to complete background checks on the applicant.