**USE OF CITY CENTRE AREAS – COMMERCIAL USE APPLICATION**

**CHECKLIST**

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|  | **CHECKLIST** |  | **APPLICANT’S CHECK** | **OFFICE**  **CHECK** |
| **1.** | **Have questions 1 to 7 been completed?** |  | **Yes/No** | **Yes/No** |
| **2.** | **Is the contact details completed**  **i.e. e-mail address and telephone number?** |  | **Yes/No** | **Yes/No** |
| **3.** | **Is the application form signed and dated?** |  | **Yes/No** | **Yes/No** |
| **4.** | **Is a copy of the current Public Liability Insurance attached?** |  | **Yes/No**  **N/A** | **Yes/No** |
| **5.** | **Is a site plan attached?** |  | **Yes/No** | **Yes/No** |
| **6.** | **Have you read the privacy notice?** |  | **Yes/No** | **Yes/No** |
| **7.** | **Is the fee of £140 attached?** |  | **Yes/No** | **Yes/No** |

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| **COMMENTS** |

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| --- | --- |
| **PLEASE NOTE -** | **APPLICATION TO BE LODGED NO LATER THAN 14 DAYS AFTER BOOKING MADE OR THE BOOKING WILL BE CANCELLED.** |

APPLICATION FOR USE OF CITY CENTRE AREAS – COMMERCIAL USE

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|  |  | ***For Official Use Only*** | |
| 粃ⶪ |  | **Last Date for Consideration:**  Date Received:  Receipt No.  Date to Officers: |  |

**THIS APPLICATION MUST BE LODGED NOT LATER THAN 28 DAYS PRIOR TO EVENT**

**PLEASE READ THE GUIDANCE FOR SAFE AND LEGAL EVENTS WHICH CAN BE FOUND AT** [**www.dundeecity.gov.uk/a2z/s/**](http://www.dundeecity.gov.uk/a2z/s/)

**PLEASE NOTE - APPLICATION TO BE LODGED NO LATER THAN 14 DAYS AFTER BOOKING MADE OR THE BOOKING WILL BE CANCELLED.**

**PLEASE NOTE THAT ALL NECESSARY PAPERWORK AND APPROVALS FROM COUNCIL DEPARTMENTS OR OTHER AGENCIES MUST BE IN PLACE 7 DAYS BEFORE THE EVENT IS TO TAKE PLACE OR THE APPLICATION WILL BE REFUSED.**

**PLEASE READ THE NOTES OVERLEAF CAREFULLY**

|  |  |  |
| --- | --- | --- |
| **1.** | **Name and Address of Organisation:**  **(including Head Office Address and Business Hours Telephone No and E-mail address)** |  |
| **2.** | **Name and Home Address and position within the Organisation of the Event Manager ie the Person who will be responsible for the event on the day (including Business Hours Telephone Number and Mobile No):** |  |
| **3.** | **(a) Date(s) and Time(s):**  **(b) Brief Description of Event**  **(c) Is it intended to collect money and, if so, has permission been granted?** |  |
| **4.** | **Is a Temporary Raised Structure to be erected eg a stage.** | **YES/NO**  **(delete as appropriate)** |
| **5.** | **Number of Stalls, Tables, Staging etc. Please also give dimensions and weight of all equipment/staging etc being used for the event.** |  |
| **6.** | **Are any vehicles involved?**  **(If yes, give weight and size of each vehicle)**  **NB PLEASE NOTE VEHICLES ARE NOT PERMITTED ON DISPLAY AREA 2. DROP OFF IS PERMITTED VIA THE HATCHED AREAS ON THE ATTACHED PLAN.** | **YES/NO**  **(delete as appropriate)** |
| **7.** | **Are there any fairground/carnival type rides?**  **(If yes, give details)** | **YES/NO**  **(delete as appropriate)** |

The following must be lodged with the application.

1. Current Certificate of Insurance for Public Liability (Minimum of £5,000,000).

2. Site Plan.

**DEPENDING ON THE PARTICULAR EVENT YOU MAY BE REQUIRED TO SUBMIT THE FOLLOWING**

* Event Risk Assessment
* Event Safety Manual
* Event Health and Safety Plan
* Copy of the organisations latest accounts
* Copy of the organisations current membership and details of Office Bearers

**LICENSING OFFICE PRIVACY NOTE**

The information you have provided on this application form, and from supporting documentary evidence – where applicable – will be used by Dundee City Council (the "data controller") for the purposes of the General Data Protection Regulation and the Data Protection Act 2018 in order to process your licensing application.

The Council may check information provided by you, or information about you provided by a third party such as NHS Tayside, Scottish Fire and Rescue Service, Scottish Ambulance Service and Police Scotland with other information held by us. We may also get information from those third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

In order to process your application, we will share your information in accordance with the Civic Government (Scotland) Act 1982, other licensing legislation and with relevant internal services of Dundee City Council.

Please note that you should read this service specific Privacy Notice in conjunction with the Council's Full Privacy Statement which is accessible on the Council's website at: [www.dundeecity.gov.uk/privacy](http://www.dundeecity.gov.uk/privacy)

I declare that the particulars given by me on this form are correct to the best of my knowledge and belief. I authorise the use of all information which I have provided for the above purposes. I hereby make application to Dundee City Council for the grant or renewal of the licence applied for.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date: |  |  | Signature |  | |
|  |  |  |  | Applicant/Agent | |
|  |  |  | Address of Agent (if any) | |  |
|  |  |  |  | | |

**NOTES FOR USERS**

1. Vehicles are **NOT** permitted on City Square (Display Area 2). Vehicles can be accommodated in the 'D' Area (Display Area 1). Vehicular access is from the **east** (Castle Street) and **all** vehicles **must** leave **north** via Reform Street. Please note that due to road traffic regulations all vehicles must be on site prior to 11.00 am and may not leave until after 4.00 pm. Vehicles which are not part of the event are not permitted to remain on site.

2. Any costs incurred in repairing/cleaning surface areas will be recovered from user.

3. Access and egress to the buildings surrounding the City Square must be kept clear for use by emergency services as outlined on the attached plan. (Hatched area. The area hatched in red on the plan must be kept clear at all times).

4. Organisers must comply with any instructions issued by on duty Police Officers, or any Authorised Officer of the City Council.

5. No unnecessary vehicles to remain on site.

6. If cabling is to be used across pedestrian areas, a suitable safety covering must be used. Any equipment must be tested for the day of use and must be outdoor HOFR/BS7919 cable 16 amp.

7. The Council reserve the right to withdraw consent immediately if noise levels become excessive.

8. Access to electricity is not available.

9. **Lodging of Application**

This application can be lodged at the Licensing Office, 20 City Square or Dundee House, 50 North Lindsay Street, Dundee.

**The Licensing Office cannot accept cash payments. Card and Cheques payments are accepted. Anyone lodging a form here and wishing to pay by cash will be issued with an invoice which will have to be paid at Dundee House. Cheques can be made payable to Dundee City Council. All forms of payment can be accepted at Dundee House. The fee is £140 which is non-refundable.**

