

## **GUIDANCE NOTE – APPLICATION FOR RENEWAL OF A LICENCE**

Please note that if you hold than more than one licence then a separate application form requires to be completed in respect of each licence (and a separate fee paid). Further copies of the application form can be obtained by contacting the Licensing Section on 01546-604338 or can be downloaded from the Council's website at [www.argyll-bute.gov.uk](http://www.argyll-bute.gov.uk) (Click on the licensing link under the A to Z of Council Services and then go to Civic Government Licensing).

### **Section 1:**

You should complete this section if you are applying as an individual.

### **Section 2:**

If you operate as a partnership, firm or limited company then this section must be completed along with section 3 which requires you to provide details of all the partners or directors involved in your firm or company.

### **Section 4:**

This is the name of the person who has general responsibility on a day to day basis.

### **Section 5:**

This is the number on your current licence which will be either three or four digits.

### **Section 6:**

This will be 30<sup>th</sup> June, 2009

### **Section 7:**

This requires you to disclose whether any of the individuals named in the application have been convicted of any crime or offence since your licence was first granted.

### **Section 8:**

You should disclose any disability, allergy or any condition which is likely to affect your ability to carry out the licensed activity.

**Please ensure that the form is signed within the marked box and dated, where indicated.**

### **Supporting documentation and fees:**

The new fees are detailed on page 3 of the application form and the relevant fee must be lodged with the form along with the appropriate supporting documentation, details of which are set out on page 3. Please note that the originals of any supporting documentation (such as MOT certificates or insurance certificates) must be lodged with the application. If you send your application to the Licensing Section at Kilmory then copies of these documents will be taken and the originals returned to you as soon as possible. If your application is lodged at one of the area offices then the staff there will copy the documentation and return it to you.

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