



Executive Director: Douglas Hendry

Legal & Regulatory Support

Kilmory, Lochgilphead PA31 8RT
Tel: 01546 604128 Fax: 01546 604373
DX No: 599700 LOCHGILPHEAD
e-mail: licensing@argyll-bute.gov.uk
Website: www.argyll-bute.gov.uk

Our Ref: [XXXX]
Date: [as postmark]

Dear Sir/Madam,

CIVIC GOVERNMENT (SCOTLAND) ACT 1982 – RENEWAL OF A LICENCE

I note from my records that your licence is due for renewal on 30 June 2024. I therefore enclose the appropriate application form. Please arrange for the completed form, with the necessary supporting documents and the application fee to be returned prior to 30 June 2024. This can be done in the following ways:

1. By post to the Licensing Section, Legal & Regulatory Support, Argyll & Bute Council, Kilmory, Lochgilphead, PA31 8RT.
2. In person at any one of the following offices (opening hours Monday to Friday 9am to 12pm):

Burnet Building, St John Street, Campbeltown
Ellis Lodge, 5 Argyll Road, Dunoon
Helensburgh & Lomond Civic Centre, 38 East Clyde Street, Helensburgh
Kilmory, Lochgilphead
Municipal Buildings, Albany Street, Oban
37 Victoria Street, Rothesay
Breadalbane Street, Tobermory, Isle of Mull
Tiree Business Centre, Crossapol, Isle of Tiree
Islay Servicepoint, Jamieson Street, Bowmore, Islay

3. By submitting your application online. This can be done by visiting the Council's website at www.argyll-bute.gov.uk and going to the 'Law and Licensing' section. Please note, that in the case of online submissions, some supporting documentation can be uploaded.

Licensees are asked to lodge applications as soon as possible to assist with the efficient processing of applications.

I would advise that in terms of the Civic Government (Scotland) Act 1982, provided an application for renewal of a licence is made before it expires, the existing licence continues to have effect until the



licence is renewed or granted or an appeal against the refusal of the application has been either abandoned or determined.

I would also advise that all competent applications will take a minimum of 35 days to process from submission as there is a 28 day period in terms of the 1982 Act during which objections or representations may be made, and during which no application can therefore be granted.

Any application received after 30 June 2023 cannot be dealt with by way of renewal unless good cause is shown in which case a licensing authority may deem an application made up to 28 days after the expiry date of the licence to be an application made before the expiry of said licence. It is likely that good cause could only arise in circumstances which were beyond the control of the applicant.

I would advise that you require to display the enclosed notice duly completed for a period of 21 days from the date that you submit your application to the Council at or near the premises/site so that it can be conveniently read by the public. Once the notice has been displayed for the 21 days you must complete the enclosed Certificate of Compliance and return it to the Licensing Section. Please note that your application cannot be finally dealt with until this certificate has been received.

If you have any queries in relation to the renewal process please email licensing@argyll-bute.gov.uk or phone 01546 604128.

I look forward to receiving your application and would thank you in advance for your assistance in lodging your application as early as possible.

Yours faithfully,

DAVID LOGAN
Head of Legal & Regulatory Support

