



CIVIC GOVERNMENT (SCOTLAND) ACT 1982

INDOOR SPORTS ENTERTAINMENT LICENCE

NOTES FOR APPLICANTS

When is a Licence Required?

A licence is required for any premises on to which the public are admitted as spectators at any sporting event taking place there. A licence may cover all or any part of premises where such an event or events take place.

The type of licence required in this case is an “Indoor Sports Entertainment Licence” which is issued in terms of the Civic Government (Scotland) Act 1982.

This Act defines a “sporting event” in the widest terms and includes contest sports involving teams or individuals as well as sporting exhibitions or displays where the participants engage in a competitive or non competitive sport, game or other form of physical recreation or activity.

The reference to “sport” is also widely defined but the term does not include dance events of any kind.

Where there is any doubt about whether or not a licence is required, advice should be sought from North Ayrshire Council who are the licensing authority in this case. The address and telephone number of the Council’s Licensing Section is provided below.

Applying for a licence

An Application Form can be obtained from North Ayrshire Council’s Licensing Section.

A form of Public Notice along with a style Certificate of Compliance will be issued with the Application Form to be used in connection with publicising the fact that an application for a licence has been made.

The Application Form should be completed truthfully and accurately and returned to the Licensing Section along with the following:-

- The appropriate fee which is £300 unless either one of the following applies in which case the fee is as stated

Where the applicant already holds a licence issued by North Ayrshire Council	£150
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Where application is made for a Temporary Licence (lasting up to six weeks)	£570
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This fee is not returnable if you decide to withdraw the application or if the licence is refused.

- A detailed plan of the premises to scale.
- Details of insurance which must cover all reasonable risks arising from those uses in respect of which the premises require to be licensed including full Public and Third Party Liability Insurance (no licence will be issued unless a full and current Certificate of Insurance for the premises is delivered to the Licensing Section).

The Public Notice should be completed accurately and displayed in a prominent position on the frontage of the premises to be licensed so that it can be easily seen and read by any member of the public.

This Notice must be displayed for no less than 21 days from the date when the application was lodged with the Licensing Section. If for any reason the Notice is defaced or removed, it must be immediately replaced. Applicants must complete and sign the Certificate of Compliance confirming that they have complied with these requirements and return this to the Licensing Section immediately upon expiry of the 21 day period.

The Application may be dealt with under powers delegated to an officer of the Council or if objections or representations are received, it may be considered by the Council's Licensing Sub-Committee.

If the application is granted, a formal Licence will be issued containing the terms and conditions of grant including the name and address of the licensed premises and the person or persons responsible for control and management of the sporting events taking place there.

This licence will remain in force for three years or for a shorter period if the Licensing Sub-Committee so decide, and can be renewed on the expiry of that period.

Who to Contact

All enquires concerning Applications for Indoor Sports Entertainment Licences should be made to the **Licensing Section, North Ayrshire Council, Cunninghame House, Irvine, KA12 8EE (Telephone Number (01294) 324305).**