



## Licensing (Scotland) Act 2005

### Section 50

#### Application for Food Hygiene, Building Standards and/or Planning Certificates

<b>Premises Name</b>	
<b>Premises Address</b>	<b>Postcode</b>
<b>Type of Application (see guidance notes)</b>	
Please indicate the type of licence this application relates to: Premises licence/Confirmation of a provisional premises licence/Provisional premises licence	
Which certificate(s)* do you require:  <input type="checkbox"/> Food Hygiene Certificate <input type="checkbox"/> Building Standards Certificate <input type="checkbox"/> Planning Certificate <input type="checkbox"/> Provisional Planning Certificate	
* fees apply	
<b>Applicant Name and Address</b>	<b>Postcode</b>
	<b>Applicant Telephone Number</b>
<b>Applicant Email Address</b>	
<b>Agent Name and Address</b>	<b>Postcode</b>
	<b>Agent Telephone Number</b>
<b>Agent Email Address</b>	
<b>Signature of Applicant/Agent **</b>	<b>Date</b>
<b>*Fee</b>	<b>Layout Plan attached (please tick)</b>

\*\*Delete as appropriate

## Guidance Notes

### 1. Type of application, certificates required and fees:

A premises licence application, under the Licensing (Scotland) Act 2005, must be accompanied by the relevant Section 50 certificates. The table below outlines which certificates are required and how much they cost.

Type of Application	Certificates Required	*Fee
Provisional premises licence	Provisional Planning certificate	£72.50
Confirmation of a provisional premises licence	Food Hygiene and Building Standards certificates and where the provisional planning certificate previously issued related to outline planning permission, a Planning certificate	£197.50
Premises licence	Food Hygiene, Building standards & Planning certificates	£270.00
Replacement certificate	Provisional Planning, Food Hygiene, Building standards & Planning certificates	£10

- Please make your cheque payable to West Lothian Council.
- This form should be submitted to West Lothian Council, Environmental Health and Trading Standards, County Buildings, High Street, Linlithgow, EH49 7EZ. Telephone 01506 282500, Fax 01506 282448, E-mail [environmentalhealth@westlothian.gov.uk](mailto:environmentalhealth@westlothian.gov.uk)
- The form must be accompanied by three copies of the layout plan (scale 1:100) and a detailed (scale 1:50) kitchen layout (except provisional applications).
- Initially a Licensing Standards Officer will make contact with you, normally within two days of receipt of this form. The application will be returned if the fee and/or suitable layout plans are not attached.
- In order to issue certificates for an existing premises or at confirmation, building work and kitchen fit out must be completed. There is no need to apply for section 50s early as they will not be issued until the premises is in compliance with the relevant legislation.  
If you apply too early and officers have to make repeated visits to an incomplete premises, your application may be delayed. Ideally officers should only require to visit the premises once, or at most twice, in relation to this application.

**Procedure:**

The administration of the Section 50 process will be co-ordinated by the Licensing Standards Officers (LSOs). There will be a single application form available to be used for full or provisional applications.

Any applications received in D&RS should be forwarded to the LSOs as soon as possible. All applications will be recorded on the EH&TS computer system and copies of the certificates will be stored electronically on Meridio.

Enquirers should be advised that Section 50 applications received without the appropriate fee and/or suitable layout plans may have their application returned.

**Provisional Planning Certificate:**

Applications will be received, recorded and checked on Accolade, to ensure that the premises has the appropriate planning consent. Where issued the certificate will be signed by the appropriate planning officer and passed to the LSOs for recording and posting.

**Full Planning, Building Standards & Food Hygiene Certificates:**

Applications will be received and recorded by the LSOs, who will then copy the application to Planning, Building Standards. In many cases Building Standards will be able to advise what stage work at the premises has reached and if early inspection is required.

At this stage it is essential to ensure that the premises has been built to the plan originally accepted by the Licensing Board, or that any changes made are acceptable and are equivalent to the original permissions. This may be particularly important in relation to planning conditions where noise or other mitigation work has been specified.

Site visits should be kept to a minimum and co-ordinated where possible. Ideally officers should only require to visit the premises once, or at most twice, in relation to the application. Again Building Standards are best placed to advise on progress and can help to reduce unnecessary visits.

Each service may be ready to issue their certificate at different times, however the signed certificate should be forwarded to the LSOs for recording and posting. The certificates should not be sent out individually as the LSOs will collate the certificates and send them all out together to the applicant or agent.

Planning and Economic Development  
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