BH1 - Version 2.3 (01.04.2025) Licence No.

# **FIFE COUNCIL**

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982 - SECTION 38**

## APPLICATION FOR GRANT/RENEWAL OF A BOAT HIRE LICENCE

### ANSWER EITHER QUESTION 1 OR 2 AND EVERY OTHER QUESTION

**1. Individual Application**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (a) Full Name (Block Letters) | Surname | | Maiden Name | | First Name(s) |
|  | |  | |  |
| 1. Home Address (incl. Postcode) |  | | | Telephone No. | |
| Home:  Business: | |
|  | E-mail: | | | | |
| (c) Previous addresses in past 5 years |  | | | | |
| (d) Age, Date and Place of Birth | Age | Date of Birth | | Place of Birth | |
|  |  | |  | |
| (e) Is applicant to carry out day to day management of the activity? | YES / NO | | | | |
| (f) If not, give full name, address and date of birth of any employee or agent engaged to do so. | Name:  Address:  Date of Birth:  Previous Addresses in the past 5 years: | | | | |

**2. Company/Partnership Application**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (a) Full Name of Company |  | | | |
| (b) Registered Principal Office |  | | | |
| (c) Names, Private Addresses and Dates of Birth of Directors, Partners and any Persons Responsible for Management. (continue on separate sheet if necessary) | Name:  Address:  D. O. B. |  |  |  |

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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| (d) Day to Day Manager | Surname | | | Maiden Name | | First Name(s) |
|  | | |  | |  |
| Home Address |  | | | | Telephone No: | |
| Home:  Business: | |
|  | E-mail: | | | | | |
| Previous Address in the past 5 years |  | | | | | |
| Age, Date & Place of Birth | Age | Date of Birth | | | Place of Birth | |
|  |  | | |  | |
| **For all applications** | | | | | | |
| 3. State the address of the premises from which the activity is to be operated. |  | | | | | |
| 4. Describe the intended extent of the area within which the vessels hired are to operate. |  | | | | | |
| 5. Please provide information on the vessel(s) to be subject of the licence application including name, type, overall length, year of manufacture, maximum number of persons to be on board. |  | | | | | |
| 6. Is the vessel(s) to be used  (i) for letting out on hire; or  (ii) to carry passengers for hire or reward (please state how many) |  | | | | | |
| 7. Current / Previous Licence  Has any person named in 1 or 2 above previously, or do they currently hold a Boat Hire Licence?  If YES  (i) When was the licence granted?  (ii) When did/does it expire?  (iii) Which Authority granted the licence?    Has any person named in 1 or 2 above ever been refused a Boat Hire Licence?  If YES  (iv) When were you refused?   1. Which authority refused you a licence? | | | YES / NO  (i)  (ii)  (iii)  YES / NO  (iv)  (v) | | | |
| 8. Has any person named in 1 or 2 above ever resided outwith the United Kingdom? | | | YES / NO  (IF THE ANSWER TO THIS QUESTION IS “YES” PLEASE SUBMIT ON A SEPARATE SHEET OF PAPER DETAILS AND DATES OF ALL OTHER COUNTRIES OF RESIDENCE). | | | |

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***How we use your information***

*The information provided by you on this form will be used by Fife Council in order to process your application.  It will be shared with Police Scotland (Fife Division) and may be circulated to The Scottish Fire and Rescue Service as well as the relevant Council Services for their statutory interests. Information may also be obtained from those mentioned above. Further information on how your information is used, and why, can be found here:* [*Miscellaneous Licence | Fife Council*](https://www.fife.gov.uk/kb/docs/articles/privacy-notices/miscellaneous-licence)

*The Council’s Data Protection Officer can be contacted on:* [*dataprotection@fife.gov.uk*](mailto:dataprotection@fife.gov.uk)

I/We declare that the particulars given by me/us on this form are true, and hereby make application to Fife Council for Grant/Renewal of the licence applied for. I/We have received, read and understood the conditions relating to this type of licence.

Date Signature

**N.B. Any person who in, or in connection with, the making of this application makes any statement which he knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £2,500.**

Application fees are non-refundable and are currently set at: £76 (1 year application) and £185 (3 year application)

Your application will not be processed until payment has been made by credit or debit card.

Payment process is at this link: [Boat Hire Licence | Fife Council](https://www.fife.gov.uk/kb/docs/articles/business2/licences-and-permits-for-business/other-business-licences/boat-hire-licence)

Your application must be lodged by email at: [Misc.licensing@fife.gov.uk](mailto:Misc.licensing@fife.gov.uk) together with:

1. A vessel survey report from M.C.A. or equivalent.
2. The relevant public liability & employers liability (if applicable) insurance documents.
3. A receipt for your payment.