CIN1 (Version 2.3) (01.04.2025) Licence No.

FIFE COUNCIL

CINEMA ACT 1985, SECTION 1

APPLICATION FOR GRANT / RENEWAL / TRANSFER OF A CINEMA 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) |
|  | |  | |  |
| (b) 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 business? | 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 for which a licence is required.** |  |
| **4. What is the total seating capacity of the building?** |  |
| **5. State the number and location of exits.** |  |
| **6. State the number of attendants to be on duty.** |  |
| **7. Have all members of staff and attendants been instructed in the safety precautions to be observed in the premises and in the action to be taken in the event of fire or other emergency.** | YES / NO |
| **8. State the nature of the emergency lighting.** |  |
| **9. 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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|  |  |
| --- | --- |
| **10. Current / Previous Licence**  Has any person named in 1 or 2 above previously, or do they currently hold a Cinema 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 Cinema Licence?  **If YES**  (i) When were you refused?  (ii) Which authority refused you a licence? | YES / NO  (i)  (ii)  (iii)  YES / NO  (i)  (ii) |

***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 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 as below:

The fee for **1-3 screens** is £243 and is non-refundable. There is also an Environmental Health fee of £55.

The fee for **4+ screens** is £243 and is non-refundable. There is also an Environmental Health fee of £108.

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

Payment process is at this link: [Payment process for Cinema Licence](https://www.fife.gov.uk/kb/docs/articles/business2/licences-and-permits-for-business/entertainment-licences/cinema-licence)

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