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**LICENSING (SCOTLAND) ACT 2005**

**Section 50 Planning Certificates**

**West Dunbartonshire Council: Notes for Guidance**

If you are applying for a premises license or provisional premises licence then you will need a Planning Certificate or Provisional Planning Certificate, as required by Section 50 of the Licensing (Scotland) Act 2005. This certificate is confirmation from the Planning Service that your premises either have the appropriate planning permission for your intended use, or that such permission is not required.

Unless you are intending to apply for a provisional premises licence only, then you will also need to obtain separate Section 50 certificates from the Environmental Health and Building Standards services. In each case you should obtain the appropriate application forms from Building Standards and Environmental Health then submit these to the relevant addresses. To apply for a Section 50 Planning Certificate, you should complete the attached application form and email it to the address shown on the form. The following information should also be attached:

**CHECK LIST**

***(Information required for Section 50 application)***

|  |  |
| --- | --- |
|  | 1 copy of Section 50 Planning Certificate application form |
|  | 1 set of plans (clearly identifying the premises to which the application relates, with the site  boundary outlined in red) |
|  | £200 application fee (cheques should made payable to ‘West Dunbartonshire Council’) |
|  | Details of the relevant planning permission authorising use of your premises in the manner proposed. (see below) |

**Details of the relevant planning application should include the date and reference number of the planning permission which allowed the use of your premises in the manner proposed (for example, the permission for the erection of the building, or for the relevant change of use). Please note that a Section 50 Planning Certificate cannot be issued without proof of the premises’ planning permission. If you do not have such details (for example because the building and use have existed for many years) then you will need to obtain a Certificate of Lawful Use or Development’ from the Planning Service before your application for a Section 50 Planning Certificate can be processed. Application forms and advice on this can be obtained from the Scottish Government** [**ePlanning.scot**](https://www.eplanning.scot/ePlanningClient/) **portal**

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**THE LICENSING (SCOTLAND) ACT 2005**

**APPLICATION FOR PLANNING CERTIFICATE UNDER SECTION 50**

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| --- | --- |
| 1. Name and Address of Applicant:  (and Agent if appropriate) |  |
| 2. Address of Premises: |  |
| 3. (a) Are you applying for a Grant of a Premises  Licence; or  (b) Provisional Premises Licence? | Provisional Premises Licence  Grant of a Premises Licence |
| 4. Provide the following information:  **(a) or (b) MUST be completed**  (a) Date and Planning Reference of Planning  Permission/ Outline Planning Permission.  (b) Date and planning reference of Certificate of  Lawfulness obtained under the Planning Acts. |  |

I/We hereby certify that the plan(s) accompanying this application is/are an exact copy of the plan(s) I intend to lodge with the Licensing Board.

|  |  |
| --- | --- |
| Signature of Applicant/Agent: |  |
| Address of Applicant/Agent: |  |
| Date: |  |

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| --- |
| **APPLICATION SHOULD BE EMAILED TOGETHER WITH 1 SET OF PLANS TO:**  [development.management@west-dunbarton.gov.uk](mailto:development.management@west-dunbarton.gov.uk) |