

# Licensing and Trading Standards



## Licensing

There are several activities which commonly take place at outdoor events which require a licence. As it is a criminal offence to carry out a licensable activity without the appropriate licence and due to the deadlines for applications, it is essential that event organisers contact Aberdeen City Council's licensing department at the early stages of planning to discuss their event and confirm the event's licensing requirements.

The key licences which are commonly required for events are:

### Public Entertainment Licence

Under the Civic Government (Scotland) Act 1982, a Public Entertainment Licence (PEL) is required for premises, such as an event site, which is used as a "place of entertainment". Public Entertainment licences are managed and enforced by local authorities who determine which activities are licensable in their area. Aberdeen City Council requires a licence for a number of activities, including:

- The use of marquees for Fetes
- Fairgrounds
- Premises for Pop Concerts, Variety Shows, Musical Shows, Festival and Raves

The full list of licensable activities, further guidance and application forms can be found [here](#).

PEL applications should be submitted 8 weeks prior to the event, although it is advised that applications are lodged much earlier to allow for Aberdeen City Council and the Safety Advisory Group to work with applicants to alleviate any concerns they may have before the deadline is reached.

As part of the PEL process event organisers will be required to submit similar event documentation as requested through the external event application process – this should mean that there is no additional administration work required to have your licence granted.

### Occasional Licence and Drinking in Public Places Byelaw

Aberdeen City has a byelaw in place under the Local Government (Scotland) Act 1973 which prevents the consumption of alcohol in public places. This byelaw includes all public spaces such as parks, public buildings, streets and the City Centre.

The Licensing (Scotland) Act 2005 requires anyone who sells or supplies alcohol to members of the public to hold an Occasional Licence or a Premises Licence. None of the parks and open spaces in Aberdeen are covered by a Premises Licence and as a result any alcohol provision as part of your event will require an Occasional Licence to be granted.

An Occasional Licence can be applied for by;

- A premises licence holder
- A personal licence holder; or
- A representative of a voluntary organisation

The Licensing (Scotland) Act 2005 has 5 overarching licensing objectives which are:

1. Prevention of crime and disorder
2. Securing public Safety
3. Preventing public nuisance
4. Protecting and improving public health
5. Protecting children and young persons from harm

Anyone can object to your application based on the Licensing objectives, so it is important that alcohol management plans are developed to address these areas.

Each licence will have standard conditions attached but it should be noted that Aberdeen City Council Licensing Standards Officers and Police Scotland can, and often will, recommend that additional conditions are attached to licences. One common condition is “that no glass be used at your event and that all drinks are decanted in to plastic containers upon sale”.

The bar operator acting on behalf of the Event Organiser will be required to adhere to a number of conditions legal obligations and to assist them, [guidance](#) has been produced by Aberdeen City Council Licensing Standards Officers who are responsible for enforcing these conditions.

Applications should be submitted 8 weeks prior to the event, although it is advised that applications are lodged much earlier to allow for Aberdeen City Council and the Safety Advisory Group partners to work with applicants to alleviate any concerns they may have prior to formal submission.

Further information on the requirements for Occasional Licensed events can be found [here](#).

## Public Charitable Collection

A permit is required under the Civic Government Scotland Act 1982, with further regulations set by the Public Charitable Collections (Scotland) Regulations 1984, for collection of money, for charitable purposes, from members of the public in a public place or place to place (house to house or bar to bar etc).

There is no charge for Public Charitable Collection permits but notice of at least one month is required. It should be noted that only one collection can be granted per day so the earlier notice you can provide the better your chances of being granted a licence.

Further information on Public Charitable Collections can be found at [here](#).

## Public Processions Notification

The Civic Government Scotland Act 1982 also details that persons proposing to hold a public procession, such as a march or parade, must notify Aberdeen City Council and Police Scotland in writing.

Aberdeen City Council and Police Scotland do not “approve” processions, but they can prohibit, change the route, or time, or add conditions as to how the procession takes place.

There is no charge for a Public Processions but if the procession uses a public road, the organisers will be required to apply and pay for a Temporary Traffic Restriction Order and pay a private contractor to provide traffic management (implement road closures etc). as required which can be costly (often running in to the thousands for a Union Street processions).

To assist organisers to deliver safe and successful processions, Aberdeen City Council have produce a Parade Good Practice Guide.

Further information on Public Processions Notification process can be found [here](#).

## Street Trader's Licence

A Street Traders Licence is required, under the Civic Government (Scotland) Act 1982, for carrying out street trading by any person other than a local or public authority when goods or services are offered by one seller for sale to the public.

For smaller events with only one trader or caterer it may be economical to make an application for a Street Trader's License.

Applications should be submitted 8 weeks prior to the event.

Further information on Street Trader Licenses can be found [here](#).

## Market Operator's Licence

A Market Operator's Licence is required, under the Civic Government (Scotland) Act 1982, for carrying on a private market (including car boot sales) by any person other than a local or public authority at which goods are offered by more than one seller for sale to the public. You may not need a licence if the proceeds are used for charitable purposes or not for private gain, or the market is only for the sale of livestock, fodder or grain.

A Market Operators Licence will be required for any event which features more than one stall, catering concession or other unit which sells good to the public. For larger events with multiple traders and caterers it is usually economical to apply for a Market Operators Licence rather than individual Street Trader's licenses.

Applications should be submitted 8 weeks prior to the event.

Further information on Market Operator Licensing can be found [here](#).

## Other Licenses

Event organisers may require other licenses available from Aberdeen City council such as Lottery Registration, Theatre or Cinema, a full listing of licenses managed by Aberdeen City Council can be found [here](#).

It is highly recommended that the event organiser contacts Aberdeen City Council's Licensing Service at the early stages of planning their event to get clarity on the licensing requirement and application timescales. Tel. 01224 522449 or email [licensing@aberdeencity.gov.uk](mailto:licensing@aberdeencity.gov.uk)

## Fees & Charges

The costs for each license can be found [here](#).

## PRS & PPL

PPL PRS Ltd is a joint venture between the UK's two music Licensing organisations. PPLPRS Ltd. collect licensing fees from venues and events which feature pre-recorded or live music in order to ensure that writers and performers are fairly rewarded for their works.

PPL collect on behalf of performers and record companies whilst PRS for Music is a society of songwriters, composers and music publishers. All events which feature pre-recorded or live music will be required to apply for a licence.

Event organisers are recommended to contact [PPL PRS](#) to discuss their events during the planning stages of their event.

## Trading Standards

Many events feature trade stalls and pop up markets offering a variety of goods to be purchased by the attending public. Aberdeen City Council's Trading Standards Officers can help you understand the consumer laws which may impact your event.

Aberdeen City Council's officers are available to help event organisers understand the requirements of the law - not just to see that the law is observed.

To assist businesses, including event organisers, Aberdeen City Council's Trading Standards Team have a wide range of jargon-free guidance notes for businesses, covering subjects such as credit, counterfeit goods, cars, doorstep selling, second-hand goods, upholstered furniture, pricing, weights and measures, trade descriptions, etc. You can order them from the list on the Trading Standards website [here](#).

They also have a duty officer available Monday to Friday, 9:00 to 17:00, to offer advice, call 03000 200 292.

Although the officer may not be able to answer all questions you may have, they have access to officers with specialised knowledge in various areas who will be able to assist. You may wish to arrange an appointment to come into the office to see an officer or arrange for an officer to visit your premises at a convenient time.

At a minimum event organisers will be required to ensure that all traders / stallholders display their name, address