



Aberdeen City Council
Civic Government (Scotland) Act 1982
NOTICE FOR DISPLAY AT PREMISES

NOTICE IS HEREBY GIVEN that application has been submitted on (date) _____
to Aberdeen City Council for the grant/renewal (delete as applicable) of a licence in respect of premises
at: _____

BY:
NAME OF APPLICANT(S):

ADDRESS:

DIRECTORS' OR PARTNERS' FULL NAMES AND ADDRESSES (if applicant is a company or partnership)

.....
.....
.....
.....

TYPE OF LICENCE APPLIED FOR:

NAME OF DAY TO DAY MANAGER:
.....

ADDRESS:

Any objection or representation in relation to the application should be made to the Litigation and Licensing Team, Legal and Democratic Services, Corporate Governance, Aberdeen City Council, Business Hub 6, First Floor South, Marischal College, Broad Street, Aberdeen, AB10 1AB **within 28 days** of the above mentioned date.

PLEASE NOTE:-

- (1) Any objection or representation relating to an application shall be entertained by the Council, **only if**, the objection or representation -
 - (a) is in writing (e-mails are not acceptable)
 - (b) specifies the grounds of the objection or representation
 - (c) specifies the name and address of the person making it
 - (d) is signed by the person or on his/her behalf
 - (e) is made within 28 days of the date the application was submitted to the Council (see above for date).

- (2) An objection or representation shall be made for the purposes of (1) above if it is delivered by hand, within the time specified, to the Council or posted (by registered or recorded delivery post) so that in the normal course of post it might be expected to be delivered within that time.



Aberdeen City Council
Civic Government (Scotland) Act 1982
CERTIFICATE OF COMPLIANCE

I/We,.....

Applicant(s) for a Licence, hereby certify that
a Notice has been posted at or near the premises at:

.....
.....

From(date):..... to(date):.....

Where the said Notice was removed, obscured or defaced during the above
mentioned period, I took reasonable steps for its protection and replacement as
follows: (give details and circumstances)

.....
.....
.....
.....

SIGNATURE: _____

DATE: _____

To be returned to the Litigation and Licensing Team, Legal and Democratic
Services, Corporate Governance, Aberdeen City Council, Business Hub 6, First
Floor South, Marischal College, Broad Street, Aberdeen, AB10 1AB. after the site
notice has been displayed for 21 days.

**PLEASE NOTE THAT THIS CERTIFICATE SHOULD NOT BE SUBMITTED
WITH THE APPLICATION (refer to Guidance Note).**



Aberdeen City Council
Civic Government (Scotland) Act 1982
GUIDANCE NOTE

1. On the date that you submit the application form, complete the “Notice for Display at Premises” and display it at or near the premises for a period of 21 days, so that it can conveniently be read by the public.
2. If you are unable, for any reason, to display the Notice for this 21 day period, a declaration to this effect must be made on the Certificate of Compliance.
3. **Certificate of Compliance** - After 21 days has expired, complete this certificate, and return it to the address given on the form. **On no account should this be submitted with the application form.**