##### *For Official Use: Cash Office/Service Point*

**Financial Code: 10-0-1053801-00000-42075**

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| **APPLICATION FEE:** | **£75** |  |  |
| **FEE PAID:** |  |
| **RECEIPT NO:** |  |
| **DATE RECEIVED:** |  |
| **RECEIVED BY:**  **(SERVICE POINT & INITIALS)** |  |

**THE LICENSING (SCOTLAND) ACT 2005**

**HIGHLAND LICENSING BOARD**

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| **Application for PLANNING Certificate under Section 50** |
| **of the Licensing (Scotland) Act 2005** |

Please complete all sections of this form. This form can be filled in electronically. Please send your completed form via email to [eplanning@highland.gov.uk](mailto:eplanning@highland.gov.uk) or in paper form to: eProcessing Team, Highland Council Headquarters, Glenurquhart Road, IV3 5NX.

*Please note your application will not be valid until payment has been received.*

*Please ensure you make payment* ***BEFORE*** *submitting this form.*

Application is hereby made by *(applicant name)*

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Please provide outline of proposed operation, including maximum number of guests (where applicable):

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To: **THE HIGHLAND COUNCIL, Area Planning Manager**

for the following certificate as to suitability of the premises at *(premises & address)*

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of a premises licence under S.20 or confirmation of a provisional premises licence under S.46 for which a S.50 Certificate is being sought, in relation to **Planning**.

|  |  |
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| 1. **Planning Certificate required**    If yes, give the following information   1. Date and reference of   (planning permission)  (outline planning permission) | **Yes/No** |
| *or* (ii) Date and reference under the Planning (Scotland) Act 1997  that planning permission is not  required | **Yes/No** |

Data Protection – *the information you have supplied will be used for the purpose for which you have provided it and any relevant procedures following from this. This data will be maintained in accordance with the Data Protection Act 1998 and will not be passed on or sold to any other organisation without your prior approval unless this is a legal requirement.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date: |  | | Signature:  *(Applicant/Agent)* | |  |
| Address of Agent  *(if any)* | |  | | | |
| Daytime Telephone: | |  | | Mobile: |  |
| Email: | |  | | | |

**Make sure you pay the correct fee, currently £75.00.**

There is a fee to deliver this service, please check our [Other Planning and Environment Fees and Charges document](https://www.highland.gov.uk/downloads/file/20630/other_planning_and_environment_fees_and_charges_-_applicable_as_of_1_april_2019) for more details on how much you need to pay. The fee is the same for both Planning and Building Standards Certificates.

**To Pay**

Payment should be made when completing this application form using the Council's [PAY button](https://www.highland.gov.uk/payhttps:/www.highland.gov.uk/pay) and select [Planning and building Standards.](https://self.highland.gov.uk/service/Planning_and_Building_Standards_payments?noLoginPrompt=1)  When requested choose the **Planning** then **Section 50** dropdowns**.**

For more information on other ways to pay, please visit our [Planning Payment options page](https://www.highland.gov.uk/info/180/planning_-_applications_warrants_and_certificates/143/planning_permission/3).

When making payment please quote reference:- **Name of Premises/P-Section 50**

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