



**Aberdeen**  
**Application for premises licence or provisional**  
**premises licence**  
**Licensing (Scotland) Act 2005**



For help contact  
[Licensing@aberdeencity.gov.uk](mailto:Licensing@aberdeencity.gov.uk)  
Telephone: 01224 522499

\* required information

**Section 1 of 8**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

Applying as a business or organisation, including as a sole trader

Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

\* Is the applicant's business registered in the UK with Companies House?  Yes  No

\* Registration number

\* Business name

\* VAT number

\* Legal status

If the applicant's business is registered, use its registered name.

Put "none" if the applicant is not registered for VAT.

Continued from previous page...

\* Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Registered Address**

Address registered with Companies House.

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

**Agent Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

An agent that is a business or organisation, including a sole trader

A sole trader is a business owned by one person without any special legal structure.

A private individual acting as an agent

**Agent Business**

\* Is your business registered in the UK with Companies House?  Yes  No

\* Is your business registered outside, the UK?  Yes  No

\* Business name

If your business is registered, use its registered name.

\* VAT number

Put "none" if you are not registered for VAT.

\* Legal status

Continued from previous page...

\* Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Business Address**

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

**Section 2 of 8**

**FURTHER DETAILS ABOUT THE APPLICANT**

\* Are you applying as an individual (includes sole traders)?

Yes  No

\* Are you applying as a members' club?

Yes  No

**Section 3 of 8**

**CONNECTED PEOPLE**

You must provide details of all COMPANY DIRECTORS and the SECRETARY (if the applicant is a company), all PARTNERS (if it is a partnership), OFFICE BEARERS (if it is a club or association), all OWNERS of the business or premises and all MANAGERS of the business or organisation. Check for local guidance notes and conditions which may clarify exact requirements.

\* Are there any such people for whom you need to provide details?

Yes  No

**Provide The Following Details About Each One Of Them**

\* Position  E.g. director, partner, day-to-day manager.

**Full Name**

\* First name

\* Family name

Former name(s)

If currently or previously known by any other name(s), you must record them here.

Continued from previous page...

**Home Address**

\* Building number or name   
\* Street   
District   
\* City or town   
County or administrative area   
\* Postcode   
\* Country

**Contact Details**

E-mail   
\* Main telephone number   
Other telephone number

**Further Details**

\* Date of birth  /  /   
dd mm yyyy  
\* Place of birth

**Provide The Following Details About Each One Of Them**

\* Position  E.g. director, partner, day-to-day manager.

**Full Name**

\* First name   
\* Family name   
Former name(s)

If currently or previously known by any other name(s), you must record them here.

**Home Address**

\* Building number or name   
\* Street   
District   
\* City or town   
County or administrative area   
\* Postcode   
\* Country

Continued from previous page...

**Contact Details**

E-mail   
\* Telephone number   
Other telephone number

**Further Details**

\* Date of birth  /  /   
dd mm yyyy  
\* Place of birth

**Provide The Following Details About Each One Of Them**

\* Position  E.g. director, partner, day-to-day manager.

**Full Name**

\* First name   
\* Family name

Former name(s)  If currently or previously known by any other name(s), you must record them here.

**Home Address**

\* Building number or name   
\* Street   
District   
\* City or town   
County or administrative area   
\* Postcode   
\* Country

**Contact Details**

E-mail   
\* Telephone number   
Other telephone number

**Further Details**

\* Date of birth  /  /   
dd mm yyyy  
\* Place of birth

Continued from previous page...

Remove this person

**Provide The Following Details About Each One Of Them**

\* Position  E.g. director, partner, day-to-day manager.

**Full Name**

\* First name

\* Family name

Former name(s)  If currently or previously known by any other name(s), you must record them here.

**Home Address**

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

**Contact Details**

E-mail

\* Telephone number

Other telephone number

**Further Details**

\* Date of birth  /  /   
dd mm yyyy

\* Place of birth

Remove this person

**Provide The Following Details About Each One Of Them**

\* Position  E.g. director, partner, day-to-day manager.

**Full Name**

\* First name

\* Family name

Former name(s)  If currently or previously known by any other name(s), you must record them here.

Continued from previous page...

**Home Address**

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

**Contact Details**

E-mail

\* Telephone number

Other telephone number

**Further Details**

\* Date of birth  /  /   
dd mm yyyy

\* Place of birth

**Provide The Following Details About Each One Of Them**

\* Position  E.g. director, partner, day-to-day manager.

**Full Name**

\* First name

\* Family name

Former name(s)

If currently or previously known by any other name(s), you must record them here.

Continued from previous page...

### Home Address

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

### Contact Details

E-mail

\* Telephone number

Other telephone number

### Further Details

\* Date of birth  /  /   
dd mm yyyy

\* Place of birth

### Provide The Following Details About Each One Of Them

\* Position  E.g. director, partner, day-to-day manager.

### Full Name

\* First name

\* Family name

Former name(s)

If currently or previously known by any other name(s), you must record them here.



Continued from previous page...

**Home Address**

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

**Contact Details**

E-mail

\* Telephone number

Other telephone number

**Further Details**

\* Date of birth  /  /   
dd mm yyyy

\* Place of birth

**Section 4 of 8**

**PREMISES TO BE LICENSED**

\* Name of premises/  
trading name

Continued from previous page...

**Home Address**

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

**Contact Details**

E-mail

\* Telephone number

Other telephone number

**Further Details**

\* Date of birth  /  /   
dd mm yyyy

\* Place of birth

**Provide The Following Details About Each One Of Them**

\* Position  E.g. director, partner, day-to-day manager.

**Full Name**

\* First name

\* Family name

Former name(s)

If currently or previously known by any other name(s), you must record them here.

Continued from previous page...

### Premises Address

Is the address the same as (or similar to) the address given in section one?

Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

* Building number or name	<input type="text" value="2"/>
* Street	<input type="text" value="Marischal Square"/>
District	<input type="text"/>
* City or town	<input type="text" value="Aberdeen"/>
County or administrative area	<input type="text"/>
* Postcode	<input type="text" value="AB10 1BL"/>
* Country	<input type="text" value="United Kingdom"/>

### Contact Details

Are the contact details the same as (or similar to) those given in section one?

Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail	<input type="text" value="david.whitehead@dswgroup.co.uk"/>
* Main telephone number	<input type="text" value="0203 900 2510"/>
Other telephone number	<input type="text" value="07789 282388"/>

### Description

\* Provide a description of the premises

## Section 5 of 8

### APPLICATION DETAILS

\* Type of application:

- Premises licence  
 Provisional premises licence

You must submit the following documents with this application:

- Operating plan
- Layout plan
- Planning certificate
- Building standards certificate
- Food hygiene certificate (if applicable)

Continued from previous page...

### Previous Applications

\* Has the prospective licence holder, or any connected person, previously been refused a premises licence for the same premises?

Yes  No

### Section 6 of 8

#### CONVICTIONS

\* Has the prospective licence holder, or any connected person, ever been convicted of a relevant or foreign offence?

Yes  No

The definition of a "relevant or foreign offence" is set out in The Licensing (Relevant Offences) (Scotland) Regulations 2007. A conviction is to be disregarded if it is spent for the purposes of the Rehabilitation of Offenders Act 1974 (or equivalent legislation).

Applicants should also familiarise themselves with the contents of section 24(1) of the Licensing (Scotland) Act 2005 in respect of any convictions for relevant or foreign offences which they may receive during the period between making the application and the determination of the application.

### Section 7 of 8

#### ADDITIONAL DETAILS

Provide any additional information which is required or relevant to your application (check for local guidance notes and conditions which may provide details of specific requirements in your area)

This application seeks to permit the sale or supply of alcohol by BaxterStorey Ltd to officers and employees of Royal Bank of Scotland Ltd, its agents, servants and invited guests. The general public shall not be admitted. The licensed area is restricted to five meeting rooms on the 6th floor together with its associated private reception area and circulation area. There is no requirement for alcohol every day but it may be required for fine dining, luncheons, celebrations, business announcements and recognition awards. There may be rare requirements for other usage such as private receptions and supported charity meetings within those designated areas.

### Section 8 of 8

#### PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Category 1 ((a) Premises not entered on the valuation roll or have a nil valuation. (b) Premises whose main function is to provide a visitor attraction, (c) they are used wholly or mainly for the purposes of a club and (d) their main function is to provide accommodation that are not open to the public other than for the provision of accommodation, and any alcohol sold is to be consumed on the premises by guests being accommodated there.) £160.00

Category 2 - Rateable value: £1 to £11,500 £640.00

Category 3 - Rateable value: £11,501 to 35,000 £880.00

Category 4 - Rateable value: £35,001 to £70,000 £1040.00

Category 5 - Rateable value: £70,001 to £140,000 £1360.00

Category 6 - Rateable value: above £140,000 £1600.00

Please note that you must also complete the form 'Submit an operatin plan with a variation' and submit it at the same time as you submit this application.

Continued from previous page...

\* Fee amount (£)

1,600.00

## ATTACHMENTS

## AUTHORITY POSTAL ADDRESS

### Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

## DECLARATION

\* The contents of this application are true to the best of my knowledge and belief.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

\* Capacity

Date (dd/mm/yyyy)

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence-2/aberdeen/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

