 

**This application is to be submitted to: Please note that it will take up to 2**

Planning.licensing@edinburgh.gov.uk; or **weeks to issue a certificate**

Planning & Transport – Licensing

Business Centre G.2, Waverley Court,

4 East Market Street, Edinburgh, EH8 8BG

**ALL QUESTIONS MUST BE ANSWERED IN TYPESCRIPT OR BLOCK CAPITALS**

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| **1. Details** | **Applicant**  | **Agent (if applicable)** |
| Full Name |  |  |
| Postal Address |  |  |
| Contact Number |  |  |
| Email Address |  |  |
| **2. Details of Premises to be licenced** |
| Name of Premises |  |
| Postal Address |  |
| Operating Hours |  |
| **3. Type of Application (tick box)** |  |
| **4. Information Required (tick box)** |
| Planning Permission Reference Number |  |
| Date of Permission |  |
| Has the Planning Permission been Implemented? |  |
| Has the Use Changed Since the Implementation of Planning Permission |  |
| **Or** |
| Date and Reference of Certificate of Lawfulness under Section 150 of the Town and Country Planning (Scotland) Act confirming that the use is lawful in planning terms |  |
| Has the Use Changed Since the Certificate of Lawfulness was issued? |  |
| **Or** |
| Reason under the relevant planning Acts why permission is not required |  |
| **5. Application Checklist** |
| I Hereby certify that the operating plan and layout plan(s) (A3 & A4 format) as required by section 20 of the Act have been attached and the information I have provided is valid and true. |
|  |  |  |
| Signature of Applicant/Agent (delete as appropriate) | Date |
|  |  |

**Planning Section 50 (1) & (2) Guidance**

These guidance notes contain the requirements to enable a Planning Certificate or Provisional Planning Certificate to be issued as a set down by Section 50 of the Licensing (Scotland) Act 2005. This certificate is confirmation from the City of Edinburgh Council that your premises either have the appropriate planning permission for your intended use or that such permission is not required under permitted development rights and the relevant planning Acts.

In order to apply for a Certificate, you should complete the form and submit it by email to [**planning.licensing@edinburgh.gov.uk**](file:///%5C%5Ccorpad.corp.edinburgh.gov.uk%5Cdepartments%5CCDev%5CPBS%5CService_Delivery%5CGenTeamActivities%5CDeclan%5CSection%2050%20Form%20%26%20Guidance%5Cplanni) or alternatively post to Planning & Building Standards – Licensing, Business Centre G.2, Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG.

The following information is required to be submitted along with your request:

* 1 copy of Section 50 Planning Certificate request form;
* 1 location plan;
* 1 layout plan; and
* 1 operating plan.

The Section 50 Planning Certificate request form must contain;

* Details of the applicant and/or agent;
* Details of the premises to be licensed;
* Type of license required;
* Details of Planning Permission or Certificate of Lawfulness; and
* A completed application checklist with signature and date.

Details of Planning Permissions or Certificates of Lawfulness can be found on the Edinburgh Planning Portal at [www.edinburgh.gov.uk/planningonline](http://www.edinburgh.gov.uk/planningonline). You can also search for older consents at [www.edinburgh.gov.uk/historicplanningrecords](http://www.edinburgh.gov.uk/historicplanningrecords). If you do not have Planning Permission or a Certificate of Lawfulness, a new application should be submitted at <https://www.eplanning.scot> before requesting a Section 50 Planning Certificate.

Please note that is it not sufficient to reference a historic Planning Permission or Certificate of Lawfulness. You will also have to self-certify that any permission has also been implemented and that there has been no change of use since it was implemented. This is to ensure that the planning authority can be satisfied that the use for which you are applying for a Certificate is still lawful.

Please note a Listed Building Consent is not a relevant permission for the use of the premises. The planning permission reference should be for the grant of permission for the use of the premises

The information you self-certify may be checked for validity. This does not apply to provisional certificates where the use has not yet been implemented. In addition, please ensure any conditions of Planning Permission, such as operating hours, are compatible with your proposed operating plan. The planning authority cannot issue a Certificate where the operating plan diverges for the Planning Permission and its conditions.