



Shetland Islands Council  
Building Standards

**APPLICATION FOR  
THEATRE LICENCE**  
under Theatres Act 1968

**FOR OFFICIAL USE:**  
Ref No.....

For the use of Premises for the Public Performance of Plays

**Applications must be submitted at least 14 days prior to performances to enable the necessary enquiries to be carried out**

Address and name of premises for which licence is desired	
Name of Applicant. Designation. Address. Telephone No.	
Is performance for Educational or Charitable purposes? If so, give particulars.	
State whether applicant is owner or lessee, of the premises.	
State name and address of the owner of the premises if not the applicant.	
Type and period for which the licence is desired, (See overleaf).	
What is the total seating capacity of the building? Number and location of exits. Number of attendants to be on duty.	
State whether the premises are: (a) Permanent, or (b) Moveable.	
Have all members of staff and attendants been instructed in the safety precautions to be observed in the premises and in the action to take in the event of fire or other emergency?	
State nature of safety lighting	

## PRIVACY NOTICE

Your views are important to us. In conjunction with all local authorities in Scotland, the Scottish Government (Building Standards Division) undertakes a national customer satisfaction survey for building standards. You may be invited to participate in this survey by email. If contacted, you may opt in to complete it or choose to unsubscribe from any reminder emails.

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Amount of fee enclosed £.....

[If performance under occasional licence is for education or charitable purposes, no fee is payable.]

Signature of Applicant .....

Date .....

TYPE OF LICENCES AVAILABLE	FEE
<b>1. Annual Licence</b>	<b>£75</b>
<b>2. Occasional Licence</b>  (a) for particular occasions falling on not more than 7 different days.  (b) for particular occasions falling on more than 7 different days.	<b>£25</b>  The amount that would have been payable if the application were for a licence for a specified period equal to the aggregate number of days on which the particular occasions fall.
<b>3. Transfer of Licence</b>	<b>£5</b> (except that the fee shall not exceed the fee that would be payable if the application were for the grant of a licence for the rest of the period for which the licence is in force.)

### Address to which you should send this application –

**Shetland Islands Council**  
**Development Services Department**  
**Planning**  
**Building Standards**  
**8 North Ness Business Park**  
**Lerwick**  
**ZE1 0LZ**

Tel No: **01595 744293**

E-mail: **[building.standards@shetland.gov.uk](mailto:building.standards@shetland.gov.uk)**

Website: **[www.shetland.gov.uk/buildingstandards](http://www.shetland.gov.uk/buildingstandards)**