

Licensing (Scotland) Act 2005, sections 29 and 31

**APPLICATION FOR VARIATION OF PREMISES
LICENCE/PROVISIONAL PREMISES LICENCE***

*Delete as appropriate

If you are completing this form by hand, please write legibly in block capitals using ink.

To:

**The Clerk to the Board
West Lothian Licensing Board
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF**
*Telephone: 01506 281627
Fax: 01506 281633
Legal Post: LP-1: Livingston 2*

APPLICANT INFORMATION

Question 1

Name, address, postcode and premises licence number of premises.

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Question 2

Please provide full name, address, postcode, phone number and e-mail address of applicant.

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MINOR VARIATIONS

Question 3

3(a) Do you consider the proposed variation to be a minor variation? YES/NO*
(If YES, please answer the rest of question 3. If NO please go to question 4)

3(b) Do you propose a variation to the layout plan which is not inconsistent with the operating plan for the Premises? YES/NO*
(if YES, please give details of the proposed variation below)

3(c) Do you propose to restrict the terms on which children and young persons are admitted to the premises? YES/NO*
(if YES, please give details of the proposed variation below)

3(d) Do you propose to vary the information contained in the licence relating to the premises manager, including a variation to substitute a new premises manager? YES/NO*
(if YES, please go to question 5 below)

3(e) Do you propose any other variation as prescribed by Section 29(6)(d) of the 2005 Act? YES/NO*
(if YES, please give details of the proposed variation below)

OTHER VARIATIONS

Question 4

4(a) *Do you propose a variation to the conditions to which the licence is subject (other than those to which the licence is subject by virtue of Section 27(1))?* YES/NO*

(if YES, please give details of the proposed variation below)

4(b) *Do you propose to vary any of the information contained in the operating plan contained in the licence?* YES/NO*

(if YES, please give details of the proposed variation below)

4(c) *Do you propose a variation to the layout plan contained in the licence?* YES/NO*

(if YES, please give details of the proposed variation below)

4(d) *Do you propose to vary any other information contained or referred to in the licence, including an addition, deletion or other modification?
YES/NO*
(if YES, please give details of the proposed variation below)*

VARIATION TO SUBSTITUTE NEW PREMISES MANAGER

Question 5

Please provide details below of the name, address and personal licence number of the Existing Premises Manager.

Proposed Premises Manager

5(a) *Name and telephone number*

5(b) *Date and place of birth*

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5(c) *Contact address, including postcode*

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5(d) *Email address*

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5(e) *Personal licence*

Date of issue	Name of Licensing Board issuing	Reference no. of personal licence

5(f) *Is the variation to take effect during the application period? YES/NO**

If the answer to the above question is NO, please provide below the date from which the variation is to take effect.

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DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

The contents of this Application are true to the best of my knowledge and belief.

Signature * (see note below)

Date

Capacity APPLICANT/AGENT (delete as appropriate)

Telephone number and email address of signatory

<i>I have enclosed the relevant documents with this application – please tick the relevant boxes</i>	
<i>Premises Licence</i>	
<i>Operating Plan**</i>	
<i>Layout plans**</i>	
<i>Planning certificate</i>	
<i>Building standards certificate</i>	
<i>Food hygiene certificate</i>	

*** Data Protection Act 1998**

The information on this form may be held on an electronic public register which may be available to members of the public on request.

** Where the proposed variation affects the current layout plan, please submit 6 sets of plans showing the proposed new layout of the premises. Where the proposed variation affects the current operating plan, please submit an operating plan including the proposed variations.

For use by the Licensing Board only	
Application checklist	
Date received	
Fee amount	
Receipt number	
Received by (<i>INITIALS</i>)	
Consideration date	
Last date for consideration	
Date of initial hearing	
Date of any modification hearing	
Date granted/refused (delete as appropriate)	

For use by the Licensing Board only	
Documents required	
Premises Licence	
Operating Plan	
Layout plans	
Planning certificate	
Building standards certificate	
Food hygiene certificate	