

APPLICATION TO VARY PREMISES LICENCE

** Licensing (Scotland) Act 2005, Section 29 – Application to Vary Premises Licence*

** Licensing (Scotland) Act 2005, Section 31 – Variation to Substitute New Premises Manager*

(*Please Delete As Appropriate)

Note: The premises licence to which this application relates should accompany the application. If that is not practicable, a statement of the reasons for failure to produce the licence is required.

Question 1

Name, address and postcode of premises

Question 2

Particulars of applicant

2(a) Provide full name, and home address including postcode.

Question 3*Details of Variation*

3(a) Complete this Section if variation sought is minor. (See Notes - 3)

3(b) Complete this Section for any other variation. (See Notes – 2)

3(c)

<i>Will the variation include a change in the capacity of the premises</i>	<i>YES/NO</i>
<i>If Yes, what is the proposed capacity?</i>	

Question 4*Variation to Substitute Premises Manager**Personal Details*

4(a) Name and Contact Address

4(b) Date of Birth

4(c) *Email Address*

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4(d) *Personal Licence*

<i>Date of issue</i>	<i>Name of Licensing Board issuing</i>	<i>Reference no. of personal licence</i>

4(e)

<i>If the variation is submitted in terms of Section 31 – Variation to Substitute a New Premises Manager, is the variation to have immediate effect during application period?</i>	<i>YES/NO</i>
<i>Otherwise provide date when variation is to become effective.</i>	<i>/ /</i>
<i>Is the substitution of premises manager due to a change in tenancy? If so please provide a copy of the signed lease agreement.</i>	<i>YES/NO</i>

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 of signatory

E-Mail address of signatory.....

*** 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.

East Ayrshire Licensing Board do not routinely translate application forms, however, if you would like to have any of our documents translated, we will be happy to do this on request. Licensing staff will be available to assist with application forms.

NOTES TO APPLICANTS

Please Read Carefully

1. An application for Variation must be accompanied by:-
 - (a) the premises licence to which the application relates, or
 - (b) if that is not practicable, a statement of the reasons for failure to produce the licence.
2. In the Licensing (Scotland) Act 2005, “variation” in relation to a premises licence means any variation of:-
 - (a) any of the conditions to which the licence is subject (other than those to which the licence is subject by virtue of Section 27(1));
 - (b) any of the information contained in the operating plan contained in the licence;
 - (c) the layout plan contained in the licence, or
 - (d) any other information contained or referred to in the licence, and includes an addition, deletion or other modification.
3. In this Act, “minor variation” means:-
 - (a) any variation of the layout plan, if the variation does not result in any inconsistency with the operating plan;
 - (b) where, under the operating plan contained in the licence, children or young persons are allowed entry to the premises, any variation reflecting any restriction or proposed restriction of the terms on which they are allowed entry to the premises;
 - (c) any variation of the information contained in the licence relating to the premises manager (including a variation so as to substitute a new premises manager),
 - (d) any other variation of such description as may be prescribed for the purposes of this subsection.
4. Please return the completed form to the Clerk to the Licensing Board, Council Headquarters, London Road, Kilmarnock, KA3 7BU, together with the application fee and original premises licence.
5.

<u>Fees</u>	Section 29(1)	Minor Variation (Change of Premises Manager)	£31
	Section 29(1)	Minor Variation	£20
	Section 29(1)	Variation	£125

Please note that it is an offence to make a false statement in or in connection with this application (Criminal Law (Consolidation) (Scotland) Act 1995 Section 44(2)(b)).

East Ayrshire Council is under a duty to protect the public funds it administers, and to this end may use the information you provide on this form for the prevention and detection of fraud. It may also share this data with other bodies including government organisations for these purposes. Further information can be obtained from:

www.east-ayrshire.gov.uk/CouncilAndGovernment/Benefits/BenefitFraudInvestigation/NationalFraudInitiative.aspx

For use by the Licensing Board only	
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)	