

SECTION 3: DETAILS OF VARIATION

Please complete all parts of section 3, answering 'Not Applicable' where appropriate:-

3(a) Variation of the Layout Plan which does not result in any inconsistency with the operating plan

Where it is proposed to vary the Layout Plan the new Layout Plan should incorporate the existing layout as well as the proposed changes. Please provide 7 copies with the completed application form - (see Note 2).

Describe the proposed change(s) to the Layout Plan of the Premises.

3(b) Variation of the Operating Plan to restrict the terms on which children and young persons are allowed entry to the premises

Provide details of the proposed restrictions to the current Operating Plan under which children and young persons will be allowed entry

Ages of children and young persons to be allowed entry

Parts of the premises to which children and young persons will be allowed entry

Times during which children and young persons will be allowed entry

3(c) Variation of the information contained in the licence relating to the Premises Manager (including the substitution of a new Premises Manager)

(i) If variation is to intimate the substitution of a new Premises Manager please provide details in parts A and B below.

(A) Full Name and Address of the Proposed Premises Manager

Post Code		Phone No.	

(ii) If variation is to amend details of the Premises Manager such as their address, please provide details

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Date of Birth of the Proposed Premises Manager

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Email Address of the Proposed Premises Manager

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Details of Personal Licence held by the Proposed Premises Manager

Date of Issue	Name of Licensing Board issuing	Personal Licence Number

Please note that the holder of a Personal Licence may only be the named Premises Manager of one premises in Scotland at any time unless regulation 4 of the Licensing (Vessels etc.) (Scotland) Regulations 2007 applies.

(B) Is the variation to substitute a new premises manager to have immediate effect

Yes

No

SECTION 4: SENDING IN THE LICENCE

(See Note 4)

Does the appropriate Premises Licence accompany this application?

- YES NO

If the answer is **NO**, please provide an explanation by ticking the relevant box and providing details if indicated.

I am unable to produce the Premises Licence – **please tick the appropriate box.**

- the licence has not yet been issued by the Board
- the licence has already been returned to the Board in respect of an earlier application for variation or transfer
- other (provide details)
(see Note 5)

SECTION 5: ADDITIONAL APPLICATIONS

Is this application to be considered with an application to Transfer the Premises Licence?

- YES
- NO

Where the answer is 'yes' please indicate the order in which the applications are to be considered:-

- Application for Transfer of the Premises Licence followed by Application for Variation of the Premises Licence.
- Application for Variation of the Premises Licence followed by Application for Transfer.

Note that where the first application for consideration is refused the other application will also fail.

Note: The information submitted on this form may be held on an electronic register available to the public.

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

I confirm that (a) the contents of this Application are true to the best of my knowledge and belief; and (b) the appropriate fee is enclosed - (see note 5)

Signature

Date

Capacity: e.g. Applicant / Agent

If signing as agent, please provide agent's name, address, phone number and (if applicable) email address
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Note 1:

On receipt of an Application for Minor Variation to a Layout Plan it may be passed to Angus Council Building Control Officers to check whether the application can be accepted for processing as one for Minor Variation.

Note 2:

Please refer to Paragraph 5 of the Premises Licence (Scotland) Regulations 2007 for further details of the format requirements of Layout Plans.

Note 3:

If the Variation is granted "with immediate effect", the new Premises Manager's appointment will date from the time the application was received by the Licensing Board. (see Note 1 above)

Note 4:

The premises licence (including summary licence, operating plan and layout plan) requires to be returned to Angus Licensing Board with the application so that the licence documents can be updated to reflect the details of any variation granted. Any certified copies of the appropriate Premises Licence may also require to be updated to reflect the details of the variation.

Note 5:

If you are unable to produce the Premises Licence because it has been lost, stolen, damaged or destroyed an application for a replacement Premises Licence must accompany this application, together with the appropriate fee

The fee payable in respect of the application for variation is-

- **£31** for the substitution of a new Premises Manager with immediate effect (with or without additional minor variations sought under part **2(a)**)
- **£20** for any minor variation under part **2(a)** including the substitution of a new Premises Manager which is **NOT** for immediate effect.

If the application is accompanied by an application for Transfer of the Premises Licence the combined fee for both applications is £59.00.

Contact Us:

Angus Licensing Board
Angus House
Orchardbank Business Park
Forfar
DD8 1AN

Phone: 01307 476251 or 476256
Fax: 01307 476299

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Date, Amount & Receipt No.	Date Passed to Consultees	Date Observations Received	Is this a conjoined application YES/NO
Date of Decision	Decision		Licence No. and Date of Issue