

ANGUS LICENSING BOARD

LICENSING (SCOTLAND) ACT 2005, SECTION 29

APPLICATION FOR MINOR VARIATION OF A PREMISES LICENCE

This application should only be completed by the Licence Holder of the appropriate Premises Licence or by their Agent.

Acceptance of this application does not prejudice the right of the Licensing Board to determine that the variation is not a minor variation and to seek the additional fee applicable. (see note 1)

SECTION 1: PREMISES LICENCE DETAILS

1(a) Premises Licence Number

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1(b) Name and Address of Premises

Post Code		Phone No.	

1(c) Full Name and Address of current Licence Holder

Post Code		Phone No.	

SECTION 2: TYPE OF VARIATION

2(a)

This application for Minor Variation of the above Premises Licence is made under Section 29(6) of the Licensing (Scotland) Act 2005 in order to vary - (**Tick all relevant boxes**)

- the Layout Plan of the Premises Licence, which Variation would not result in any inconsistency with the operating plan of the licence
- the Operating Plan of the licence to restrict the terms on which children and young persons are allowed entry to the premises
- the information contained in the licence relating to the Premises Manager (including the substitution of a new Premises Manager)

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.

The information you have provided on this Application form, and from supporting documentary evidence – where applicable, will be processed by The Angus Licensing Board (the “data controller”) in compliance with the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 in order to process your Licensing Application.

For the purpose of dealing with your Application (in order to process your application), we will share your information in accordance with the Licensing (Scotland) Act 2005 and other applicable licensing legislation with internal services of Angus Council.

The Council may also check information provided by you, or information about you provided by a third party such as NHS Tayside, Scottish Fire and Rescue Service, Scottish Ambulance Service and Police Scotland with other information held by us. We may also get information from those third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public safety, protect public funds or where required by law.

Please note that you should read this service specific Privacy Notice in conjunction with the Angus Licensing Board’s Full Privacy Statement which is accessible on the council’s website at:

https://www.angus.gov.uk/council_and_democracy/council_information/information_governance/council_and_services_privacy/angus

I understand that Angus Council are permitted to accept applications for the grant of this licence; objections or representations; and notifications of any change to the licence, by means of electronic communication. Applications, objections, representations or notifications can be sent to the Council by email to LAWLicensing@angus.gov.uk.

I permit Angus Council to give notice and provide reasons in relation to granting, refusing, renewing, changing, altering, varying, suspending, and revoking the licence by means of email. I authorise the email address provided by me on this application to be used for this purpose.

Data Protection Act 2018

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

PLEASE NOTE – 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)

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 £74.00.

Contact Us:

Angus Licensing Board

Angus House
Orchardbank Business Park
Forfar DD8 1AN

Email: LAWLicensing@angus.gov.uk

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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