

# ANGUS LICENSING BOARD

## LICENSING (SCOTLAND) ACT 2005, SECTION 29

### APPLICATION FOR VARIATION OF A PREMISES LICENCE (WHICH IS NOT A MINOR VARIATION)

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

#### 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(s) and Address(es) of current licence Holder(s)

Post Code		Phone No.	

#### SECTION 2: TYPE OF VARIATION

This application for Variation , which is not a Minor Variation, of a Premises Licence is made under Section 29(5) of the Licensing (Scotland) Act 2005 in order to vary- **(Tick all relevant boxes)**

- a condition(s) to which the Premises Licence is subject
- information contained within the Operating Plan of the Premises Licence
- the Layout Plan of the Premises Licence
- other information contained or referred to in the Premises Licence (including any addition, deletion or other modification).

**SECTION 3: DETAILS OF VARIATION**

Please complete all parts of Section 3 answering 'Not Applicable' where appropriate.

**3(a) Variation of the Condition(s) to which the Premises Licence are subject.** *(Note that the Mandatory Conditions may not be varied)*

Provide details of the Condition(s) to be varied and the variation(s) being sought

**3(b) Variation of the information contained within the Operating Plan of the Premises Licence**

Give details of the change(s) proposed making reference to the number(s) of the relevant section(s) of the operating plan.

**3(c) Variation of the Layout Plan of the Premises Licence**

The new Layout Plan should incorporate the existing layout as well as the proposed changes to it. Please provide 7 copies (*See note 1*)

In addition please describe below the proposed change(s) to the Layout Plan.

**3(d) Variation of any other information contained or referred to in the licence**

Provide details below of any other variation sought to the Premises Licence  
(*e.g. Alteration to the description of the premises contained within the Premises Licence*)

**SECTION 4: SENDING IN THE LICENCE**

(*See note 2*)

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 because...

- 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 3*)

.....

## SECTION 5: ADDITIONAL APPLICATIONS

Is this application to be considered with an application to Transfer the Premises Licence? (See note 4)

- 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

**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](https://www.angus.gov.uk/council_and_democracy/council_information/information_governance/council_and_services_privacy/angus)

### 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**

**Where signing as agent please provide agent's name, address,  
phone number and (if applicable) email address**

**Note 1:**

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

**Note 2:**

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 Premises Licence may also require to be updated to reflect the details of the variation.

**Note 3:**

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.

**Note 4:**

This refers to an application to Transfer the Premises Licence made under either Section 33(1) or Section 34(1) of the Licensing (Scotland) Act 2005

**Note 5:**

The fee payable in respect of an application for variation (which is not a minor variation) is £217.00

If the application is submitted together with an application for Transfer of the Premises Licence the combined fee for both applications is £257.00.

**Contact Us:**

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

**Email: [LAWLicensing@angus.gov.uk](mailto:LAWLicensing@angus.gov.uk)**

FOR OFFICE USE ONLY			
<b>Date, Amount &amp; Receipt No.</b>	<b>Date Passed to Consultees</b>	<b>Date Observations Received</b>	<b>Is this a conjoined application</b>
			<b>YES/NO</b>
<b>Date of Decision</b>	<b>Decision</b>		<b>Licence No. and Date of Issue</b>