

**ANGUS COUNCIL**  
**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**  
**REQUEST FOR CONSENT TO MATERIAL CHANGE IN CIRCUMSTANCES OR VARIATION OF CIVIC**  
**GOVERNMENT (SCOTLAND) ACT 1982 LICENCE**

<b>Section 1 - Licence holder Details</b>		
Licence holder name	First name (s)	Surname
Address of Premises including postcode		
Contact Telephone Number (s)	Home	Mobile
Email address		
<b>Section 2 - Licence Details</b>		
Type of Licence held		
Licence Number		
<b>Section 3 -Variation/Material change in circumstances to Existing Licence</b>		
Please detail the activities/changes you wish to add/delete/vary in terms of your existing licence.		
If removing a named person from your licence please provide full details of the person to be removed.	Surname	Forename
If adding a named person please provide full details of the person to be added.	Surname	Forename

Home Address including postcode		
Contact Telephone Number (s)	Home	Mobile
Email Address		
Date and place of birth		
Does he/she have any convictions?	Yes/No	

State below particulars of any convictions or offences in respect of the person to be added to the licence at Section 3 above. Please note that these convictions and any future convictions may be referred to the Civic Licensing Committee and may be dealt with in public. Convictions which are spent under the Rehabilitation of Offenders Act 1974 do not have to be included but may also, in certain circumstances, be referred to by the Committee - (continue on separate sheet if necessary)-

Date	Court	Offence	Sentence/Fine

#### Section 4 - Declarations

It is a **CRIMINAL OFFENCE** for the purpose of obtaining or holding a licence to make a false statement in or in connection with this application to a licensing authority (or someone acting on its behalf) which you know, or ought reasonably to have known, is to a material extent false or misleading, or to recklessly make a statement required by or under the relevant legislation to the licensing authority (or somebody acting on its behalf) which is to a material extent false or misleading. The penalty for such an offence is a fine not exceeding **£2,500**.

**I/WE HEREBY DECLARE** that to the best of my/our knowledge and belief, the particulars provided by me/us are true.

**Licence holder Signature:**

**Date:**

## HOW WE USE YOUR PERSONAL INFORMATION

The information you have provided will be used to process your licensing application. It may therefore be shared between the Council's departments, elected members when considering the application, the premises or licensed activity, and other agencies where necessary and/or in accordance with statute. If granted, your name, the postcodes of premises identified on this form, and details of the licence will be held on an electronic register open to public inspection. Angus Council is the registered Data controller and has a duty to process your information fairly. The information held must be accurate, up to date and will be kept in line with the Scottish Council on Archives and Retention Schedule. You have a legal right to obtain details of it. Queries should be directed to Information Governance at Angus House, Orchard bank Business Park, Forfar DD8 1AN or by email to [InformationGovernance@angus.gov.uk](mailto:InformationGovernance@angus.gov.uk) or call 03452 777 778. A copy of Angus Council's Data Protection Policy can be obtained from the Council's website.

### Please send the completed application form and fee to:-

Angus Council, Legal and Democratic Services, Angus House, Orchardbank Business Park, Forfar, DD8 1AN or by email to [LawLicensing@angus.gov.uk](mailto:LawLicensing@angus.gov.uk)

### Payment

Applications will not be processed until the appropriate application fee is paid.

Payment can be made by one of the following options (please tick which option you are using):

☐ **Credit/debit card** – by calling Angus Council on 01307 492299. Please quote the type of licence you are applying for, and quote the licence number.

☐ **Cheque** - made payable to Angus Council. Please send cheque with application form to Angus Council, Legal and Democratic Services, Angus House, Orchardbank Business Park, Forfar, DD8 1AN.

☐ **By EBACS** – Please quote the licence type and the licence number, as reference:

Account Name – Angus Council

Sort code – 82-63-18

Account No - 60114506

Please note the fee charged is for the processing of the request/variation. No refund will be given if refused or withdrawn.