

APPLICATION FOR MINOR VARIATION OF PREMISES LICENCE

LICENSING (SCOTLAND) ACT 2005, SECTION 29

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

Acceptance of this application does not prejudice the rights of the Licensing Board to determine that the variation is not a minor variation and to seek the balance of the appropriate fee.

1. TYPE OF VARIATION

1(a) This application for Minor Variation of 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 which does not result in any inconsistency with the operating plan **(See Note 1)**
- The Operating Plan 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)

2. PREMISES LICENCE DETAILS

2(a) Licence Number of Premises _____

2(b) Name and Address of Premises _____

Post Code _____ Tel. No. _____

Email _____

2(c) Full Name and Address of Current Licence Holder

_____ Post Code _____

Tel. No. _____ Email address _____

3. NATURE OF VARIATION

Complete the relevant section(s) regarding the variations sought –

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

A copy of the proposed Layout Plan must accompany this application.
(See Note 2). In addition please provide details of the proposed change to the layout of the Premises.

3(b) Variation to 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

Terms under which Children and Young Persons will be allowed entry

Ages of Children and Young Persons to be allowed entry

Times during which Children and Young Persons will be allowed entry

Parts of the premises which Children and Young Persons will be allowed entry

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

(i) If variation is only to amend details of Current Premises Manager then complete this part

(ii) If variation is to intimate the substitution of a new Premises Manager then complete this part

2(c) Full Name and Address of Proposed Premises Manager

_____ Post Code _____

Tel. No. _____ Email address _____

Date of Birth of Proposed Premises Manager _____

Details of Personal Licence held by Proposed Premises Manager

Date of Issue _____

Name of Licensing Board issuing _____

Licence No. of Personal Licence _____

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

4. LICENCE TO BE AMENDED (See note 3 below)

Does the appropriate Premises Licence accompany this application?

YES NO

If the answer is NO, please provide an explanation.

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)

5. FEE PAYABLE

Information on fees can be found at

https://www.eastlothian.gov.uk/info/210571/licensing/12259/alcohol_licences/2

DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

I confirm that (a) the contents of this Application are true to the best of my knowledge and belief; and (b) the appropriate fee of £ _____ is enclosed.

Signature _____ (See note 4)

Date _____

Capacity APPLICANT / AGENT (delete as appropriate)

If agent, please provide details

Full name _____

Address _____

_____ Post Code _____

Tel. No. _____ Email address _____

Note 1

Section 29(6)(a) of the Licensing (Scotland) Act 2005 intimates that a variation to the Layout Plan of a Premises qualifies as a minor variation only 'if the variation does not result in any inconsistency with the operating plan'. Since the Operating Plan contained within the Premises Licence reflects the relevant 'on sales' and/or 'off sales' capacity figures, a variation to the layout of the premises will only be considered 'minor' if the changes do not alter the capacity figures in anyway.

If an application to vary the Layout Plan is submitted to the Licensing Board as a minor variation then Licensing Staff may seek clarification from Building Standard Officers before the application is accepted. Only once the Board are satisfied that the application is for a minor variation will said application be lodged.

Note 2

Please refer to Paragraph 5 of the Premises Licence (Scotland) Regulations 2007 regarding the format of Layout Plans.

Note 3

The appropriate premises licence (including summary licence, operating plan and layout plan) must be returned to the Licensing Authority in order that the licence documents can be updated to reflect the details of the variation. If you are in possession of the appropriate Premises Licence but unable to provide said licence with this application, you must ensure the licence is forward to the Licensing Authority within 14 days in order to complete the process of variation.

Please note also that once the variation is completed, any certified copies of the appropriate Premises Licence must also be updated to reflect the details of the variation.

Note 4: Data Protection Act 2018

The information on this form will be used to update the Premises Licence of the appropriate premises. Accordingly, the information contained on this form may be held on an electronic public register which may be available to members of the public on request.

CONTACT US

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