



LICENSING (SCOTLAND) ACT 2005, SECTION 46

# APPLICATION FOR CONFIRMATION OF A PROVISIONAL PREMISES LICENCE

**If you are completing this form by hand, please write legibly  
in block capitals using black ink.**

## 1. DETAILS OF PREMISES

Name, address and postcode of the premises in respect of which the Provisional Premises Licence is held:

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## 2. DETAILS OF PROVISIONAL PREMISES LICENCE

Date of Grant of Provisional Premises Licence \_\_\_\_\_

Licence Number \_\_\_\_\_

### 3. DETAILS OF APPLICANT

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email address \_\_\_\_\_

### 4. PLEASE PROVIDE DETAILS OF THE PROPOSED PREMISES MANAGER

Name \_\_\_\_\_

Date of birth \_\_\_\_\_

Contact address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email address \_\_\_\_\_

Reference no. of Personal Licence \_\_\_\_\_

Name of Licensing Board issuing \_\_\_\_\_

Date of issue \_\_\_\_\_

\_\_\_\_\_

**5. PLEASE STATE THE DATE WHEN IT IS INTENDED THAT THE PREMISES OPEN TO THE PUBLIC**

Date \_\_\_\_\_

**Declaration by Applicant or Agent on Behalf of Applicant**

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

I hereby confirm that, since the Provisional Premises Licence was issued, or if, since that time, an application for a variation of the licence has been granted under section 30, since the last such application was granted, that there has been no variation (other than a minor variation) made to the operating plan or layout plan for the premises to which the licence relates.

Signature (\*See Note 4) \_\_\_\_\_

Date \_\_\_\_\_

Capacity: APPLICANT / AGENT (delete as appropriate)

If agent, please provide name, address, phone number and email address

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## 6. Fee Payable

Information on fees can be found at

[https://www.eastlothian.gov.uk/info/210571/licensing/12259/alcohol\\_licences/2](https://www.eastlothian.gov.uk/info/210571/licensing/12259/alcohol_licences/2)

### **I have enclosed the relevant documents with this application –**

(Please tick the relevant boxes)

- ☐ Provisional Premises Licence
- ☐ Operating Plan (with Section 4(g) complete)
- ☐ Layout Plan (highlighting area alcohol sold/consumed)
- ☐ Planning Certificate
- ☐ Building Standards Certificate
- ☐ Food Hygiene Certificate
- ☐ Application Fee

### **\*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**

East Lothian Licensing Board  
Licensing Office  
John Muir House  
Haddington  
East Lothian EH41 3HA

Phone: 01620 827217 / 827867 / 820114

Email: [licensing@eastlothian.gov.uk](mailto:licensing@eastlothian.gov.uk)

### **FOR OFFICE USE ONLY**

Received & Receipt No.

System Updated

Licence Issued