

Carlo Grill

CLERK OF THE LICENSING BOARD

John Muir House

Haddington

East Lothian

EH41 3HA

licensing@eastlothian.gov.uk

Dear Sir,

**Licensing (Scotland) Act, 2005**

**Members Club/Committee Licence Holders - Notification of change of Office Bearers.**

**Premises Licence No. EL……………………………**

At the Annual General Meeting of *…………………………………………………* held on…………………………. the following individuals were elected to hold office. The election of these office bearers takes immediate effect.

Please note these details and treat them as formal notification of the change of Office Bearers, to comply with the Local condition applied to our premises licence.

|  |
| --- |
| **1 President/Captain\*** |
| Name |  |
| Date and Place of Birth |  |
| Current Home Address |  |
| **2 Secretary** |
| Name |  |
| Date and Place of Birth |  |
| Current Home Address |  |
| **3 Treasurer** |
| Name |  |
| Date and Place of Birth |  |
| Current Home Address |  |
| **4 Vice President/Captain\*** |
| Name |  |
| Date and Place of Birth |  |
| Current Home Address |  |
| **5 Bar Convener (if post exists)** |
| Name |  |
| Date and Place of Birth |  |
| Current Home Address |  |

\*Delete as appropriate

……………………………………………….

Signed - Secretary

Date: