

Licensing (Scotland) Act 2005, sections 29 and 31

**APPLICATION FOR VARIATION OF PREMISES
LICENCE/PROVISIONAL PREMISES LICENCE***

By current licence holder where no transfer is taking place

*Delete as appropriate

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

To:

**The Depute Clerk to the Board
Aberdeenshire Council
St. Leonards
Sandyhill Road
Banff
AB45 1BH**

Telephone: 01261 – 813320

Fax: 01261 – 815664

Legal Post: LP-6: Banff

***Aberdeenshire Licensing
Boards***

***North Aberdeenshire
Divisional Licensing Board***

Question 1 – DETAILS OF PREMISES

Name, address, postcode and premises licence number of premises.

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Question 2 – APPLICANT INFORMATION

Please provide full name, address, postcode, phone number and e-mail address of applicant.

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Question 3 - MINOR VARIATIONS

3(a) *Do you consider the proposed variation to be a minor variation? YES/NO*
(If YES, please answer the rest of question 3. If NO please go to question 4)*

3(b) *Do you propose a variation to the layout plan which is not inconsistent with the operating plan for the Premises? YES/NO*
(if YES, please give details of the proposed variation below)*

Please submit 7 sets of plans showing the proposed layout of the premises with this application.

3(c) *Do you propose to restrict the terms on which children and young persons are admitted to the premises? YES/NO*
(if YES, please give details of the proposed variation below)*

Please submit an amended operating plan with this application.

3(d) *Do you propose to vary the information contained in the licence relating to the premises manager, including a variation to substitute a new premises manager? YES/NO*
(if YES, please go to question 5 below)*

3(e) *Do you propose any other variation as prescribed by Section 29(6)(d) of the 2005 Act? YES/NO*
(if YES, please give details of the proposed variation below)*

Question 4 - OTHER VARIATIONS

4(a) *Do you propose a variation to the conditions to which the licence is subject (other than those to which the licence is subject by virtue of Section 27(1))?* YES/NO*
(if YES, please give details of the proposed variation below)

4(b) *Do you propose to vary any of the information contained in the operating plan contained in the licence?* YES/NO*
(if YES, please give details of the proposed variation below)

Please submit a copy of the proposed operating plan with this application.

4(c) *Do you propose a variation to the layout plan contained in the licence?* YES/NO*

(if YES, please give details of the proposed variation below)

Please submit 7 sets of the proposed layout plans with this application.

4(d) *Do you propose to vary any other information contained or referred to in the licence, including an addition, deletion or other modification?
YES/NO**

(if YES, please give details of the proposed variation below)

Question 5 - VARIATION TO SUBSTITUTE NEW PREMISES MANAGER

Please provide details below of the name, address and personal licence number of the Existing Premises Manager.

Proposed Premises Manager

5(a) *Name and telephone number*

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5(b) *Date and place of birth*

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5(c) *Contact address, including postcode*

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5(d) *Email address*

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5(e) *Personal licence*

Date of issue	Name of Licensing Board issuing	Reference no. of personal licence

Please submit the Personal Licence with this application.

5(f) *Is the variation to take effect during the application period? YES/NO**

If the answer to the above question is NO, please provide below the date from which the variation is to take effect.

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DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

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

The contents of this Application are true to the best of my knowledge and belief.

Signature * (see note below)

Date

Capacity APPLICANT/AGENT (delete as appropriate)

Telephone number and email address of signatory

<i>I have enclosed the relevant documents with this application – please tick the relevant boxes</i>	
<i>Premises Licence</i>	
<i>Letter explaining why the Premises Licence Has not been produced.</i>	
<i>Operating Plan**</i>	
<i>Layout plans**</i>	
<i>Planning certificate***</i>	
<i>Building standards certificate***</i>	
<i>Food hygiene certificate***</i>	
<i>Personal Licence of the Proposed Premises Manager</i>	
<i>Fee</i>	

*** Data Protection Act 1998**

The information on this form may be held on an electronic public register which may be available to members of the public on request.

** Where the proposed variation affects the current layout plan, please submit 7 sets of plans showing the proposed new layout of the premises. Where the proposed variation affects the current operating plan, please submit an operating plan including the proposed variations.

***Variations involving structural alterations should submit the relevant Section 50 certificates with their application.

For use by the Licensing Board only	
Application checklist	
Date received	
Fee amount	
Receipt number	
Received by (<i>INITIALS</i>)	
Consideration date	
Last date for consideration	
Date of initial hearing	
Date of any modification hearing	
Date granted/refused (delete as appropriate)	

For use by the Licensing Board only	
Documents required	
<i>Premises Licence</i>	
<i>Letter explaining why the Premises Licence Has not been produced.</i>	
<i>Operating Plan</i>	
<i>Layout plans</i>	
<i>Planning certificate</i>	
<i>Building standards certificate</i>	
<i>Food hygiene certificate</i>	
<i>Personal Licence of the Proposed Premises Manager</i>	
<i>Fee</i>	

FEES

1. Application for Minor Variation (except 2. below)	£20
2. Application for Variation which includes an "immediate effect" change of the Premises Manager details	£31
3. Application for Major Variation	£180