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| Falkirk Council Crest  FALKIRK COUNCIL LICENSING BOARD | **Licensing Unit**  **Falkirk Council**  **The Foundry**  **4 Central Park**  **Central Boulevard**  **Larbert, FK5 4RU**  **Telephone: 01324 501575**  **e-mail: licensing@falkirk.gov.uk**  **DX 556562** |

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| Licensing (Scotland) Act 2005(Section 29 (1) & (6)(d))APPLICATION BY PREMISES LICENCE HOLDERFOR VARIATION OF PREMISES LICENCE TO INTIMATE **CHANGE TO NAME OF PREMISES** |
| If you are completing this form by hand, please write legibly in block capitals using ink. |

**Question 1 – PREMISES DETAILS**

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| Premises Current Name  Premises Address  Post Code  Premises Telephone Number  Premises Licence Number |

**Question 2 – APPLICANT (PREMISES LICENCE HOLDER) DETAILS**

*2(a) Where applicant is an* ***individual****, provide full name, date and place of birth, and home address including postcode*

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| Name  Address  Postcode  Date of Birth  Place of Birth |

*2(b) Where applicant is a* ***partnership****, please provide full name and postal address of partnership*

|  |
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| Name  Address  Postcode |

*2(c) Where applicant is a* ***company****, please provide name, registered office and company registration number*

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| --- |
| Name  Registered Office  Company Registration No. |

*2(d) Where the applicant is a* ***club or other body****, please provide full name and postal address of club or other body*

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| Name  Address  Postcode |

**Question 3 – PROPOSED VARIATION**

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| **DETAILS OF CHANGE TO NAME OF PREMISES** |

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| --- | --- |
| **Current Name of Premises** |  |
| **New Name of Premises** |  |
| **Premises Address**  **(including postcode)** |  |
| **Telephone Number of Premises** |  |

**QUESTION 4 – DATE OF COMMENCEMENT**

When to you intend the proposed change to the name of the premises to take effect?

Immediately

Effective date of ………………………………………………………

**Question 5 – LICENCE TO BE AMENDED**

(Please see Guidance Note 1 below)

Does the appropriate Premises Licence accompany this application?

**YES/NO**

(If **NO**, please provide an explanation below).

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)

………………………………………………....………………………

………………………………………………....………………………

**DECLARATION BY APPLICANT (PREMISES LICENCE HOLDER) OR AGENT ON BEHALF OF APPLICANT** **(if signing on behalf of the applicant please state in what capacity you are doing so).**

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

Signature …………………………………………………………………………….

Date …………………………………………………………………………………..

Capacity: PREMISES LICENCEHOLDER/AGENT/OTHER\*

(\*delete as appropriate)

Telephone number and email address of signatory

………………………………………………………………………………………….

………………………………………………………………………………………….

**FEES**

The fee payable in respect of an application under section 29(1) of the Act to change the name of the premises is £20.

**Data Protection Act 2018**

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

Your privacy is important to us. You can find out how we deal with your personal information here:

<http://www.falkirk.gov.uk/privacy/law-licensing/licensing/>

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| **For use by the Licensing Board only**  **Application checklist** |

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| **Date received** |  |
| **Fee amount** |  |
| **Receipt number** |  |
| **Received by (*INITIALS*)** |  |
| **Date granted/refused**  **(delete as appropriate)** |  |

**GUIDANCE NOTE 1**

(1) The appropriate premises licence (including summary licence and operating plan) must be returned to the Licensing Authority in order that the licence documents can be updated to reflect the new name of the premises. 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 forwarded to the Licensing Authority within 14 days in order to complete the process of variation.

(2) Please note also that once this variation is granted, any certified copies of the appropriate Premises Licence must also be updated to reflect the changes.