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| Falkirk Council CrestFALKIRK COUNCIL LICENSING BOARD | **Licensing Section****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 (sections 29 and 31)APPLICATION FOR VARIATION OF\*PREMISES LICENCE/\*PROVISIONAL PREMISES LICENCE\*Delete as appropriate |
| **Before completing this form please read the attached notes for guidance**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 Name Premises Address  Post Code Premises phone Number Premises Licence No  |

**Question 2 – APPLICANT DETAILS**

2(a) Is the application being made by or on behalf of the current Premises Licence Holder?

**YES/NO**

If the answer to Question 2(a) is **YES** please complete the following:-

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| Name of Premises Licence Holder  Address  Postcode Phone number E-mail address  |

If the answer to Question 2(a) is **NO** has an application been submitted for transfer of the premises licence?

**YES/NO**

If **NO** please complete the followingas appropriate.

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

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| NameDate & Place of BirthHome AddressPostcode |

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

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| NameAddressPostcode |

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

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| NameRegistered OfficeCompany Registration No. |

*2(e) 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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| NameAddressPostcode |

*2(f) Where applicant is a* ***partnership, company, club or other body****, please provide the names, dates and places of birth, and home addresses of connected persons* (connected person is defined in Section 147(3) of the Licensing (Scotland) Act 2005).

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| NameDate & Place of BirthHome AddressPostcode-----------------------------------------------------------------------------------------------------------------NameDate & Place of BirthHome AddressPostcode-----------------------------------------------------------------------------------------------------------------NameDate & Place of BirthHome AddressPostcode-----------------------------------------------------------------------------------------------------------------NameDate & Place of BirthHome AddressPostcode |

**Use separate sheet if necessary**

**Question 3 – TYPE OF VARIATION**

3(a) Is the application for a variation in terms of section 29 (5)?

 (Please see Guidance Note 1)

***YES/NO***

 *(If* ***YES****, please go to question 4).*

3(b) Is the application for a ‘minor’ variation in terms of section 29 (6)?

 (Please see Guidance Note 2)

***YES/NO***

 *(If* ***YES****, please go to question 5).*

**Question 4 – VARIATION** (Section 29 (5))

*4(a) Is the variation a change to any of the conditions contained in the licence?*

***YES/NO***

*(if YES, please give details below)*

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*4(b) Is the variation a change to any of the information contained in the operating plan?*

***YES/NO***

*(if* ***YES****, please give details below)*

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| **Please ensure that you submit a copy of the proposed operating plan along with this application** |

*4(c) Is the variation a change to the layout plan?*

***YES/NO***

*(if* ***YES****, please give details below)*

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| **Please ensure that you submit 6 sets of the proposed layout plans along with this application.** |

*4(d) Is the variation a change to any other information contained or referred to in the licence, including an addition, deletion or other modification?*

***YES/NO***

*(if* ***YES****, please give details below)*

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**Question 5 - MINOR VARIATIONS**

*5(a) Is the variation a change 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)*

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| **Please ensure that you submit 6 sets of plans showing the proposed changed layout of the premises with this application.** |

*5(b*) Is the variation a change which wouldrestrict 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)*

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| **Please ensure that you submit an amended operating plan with this application.** |

*5(c) 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)*

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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:

………………………………………………….…………………….

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| ***I have enclosed the relevant documents with this application – please tick the relevant boxes*** |

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| ***Premises Licence*** |  |
| ***Letter explaining why the Premises Licence Has not been produced*** |  |
| ***Operating Plan\*\**** |  |
| ***Layout plans\*\**** |  |
| ***Fee*** |  |

**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/>

\*\* Where the proposed variation affects the current layout plan, please submit 6 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 incorporating the proposed variations.

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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*)** |  |
| **Consideration date** |  |
| **Last date for consideration** |  |
| Date of initial hearing |  |
| **Date of any modification hearing** |  |
| **Date granted/refused****(delete as appropriate)** |  |

**LICENSING (SCOTLAND) ACT 2005**

**Application for Variation of a Premises Licence**

**Guidance Notes**

**Note 1**

A variation, in relation to a premises licence, means any variation of

(a) any of the conditions to which the licence is subject (other than mandatory conditions)

(b) any of the information contained in the operating plan,

(c) the layout plan contained in the licence, or

(d) any other information contained or referred to in the licence,

and includes an addition, deletion or other modification.

**Note 2**

**A minor variation:**

(a) means a variation of the layout plan, if the variation does not result in any inconsistency with the operating plan

(b) relates to a restriction of the terms on which children or young persons are allowed entry to the premises,

(c) any variation of the information contained in the licence relating to the premises manager (including a variation so as to substitute a new premises manager), **Please note Falkirk Licensing Board has provided a separate application form for this purpose.**

**Fees**

The fee payable in respect of an application under section 29(1) of the Act is–

(a) £31 if the application is one to substitute the premises manager and any other variation sought in the application is a minor variation;

(b) £20 if the application seeks only a minor variation or variations and does not fall within paragraph (a) above.

(c) The fee payable in respect of any other application under section 29(1) of the Act is £160.