

Clerk to the Licensing Board  
West Lothian Council  
West Lothian Civic Centre  
Howden South Road  
Livingston  
West Lothian  
EH54 6FF

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**APPLICATION FOR VARIATION OF PREMISES LICENCE TO INTIMATE A NEW  
PREMISES MANAGER**

**Licensing (Scotland) Act, 2005, Section 31**

ALL SECTIONS OF THE APPLICATION FORM MUST BE COMPLETED. THE APPLICATION SHOULD BE ACCOMPANIED BY THE PRINCIPAL PREMISES LICENCE TO WHICH THE APPLICATION RELATES – COPIES CANNOT BE ACCEPTED. FAILURE TO COMPLETE ALL QUESTIONS, WILL RESULT IN THE APPLICATION BEING RETURNED TO YOU AND NOT PROCESSED, WHICH WILL DELAY THE APPLICATION PROCESS. THIS APPLICATION SHOULD BE COMPLETED BY THE LICENCE HOLDER OF THE APPROPRIATE PREMISES LICENCE OR THEIR AGENT. THE APPLICATION IS ONLY TO BE UTILISED TO INTIMATE A PREMISES MANAGER. FOR ALL OTHER VARIATIONS PLEASE USE THE SECTION 29 VARIATION FORM.

**QUESTION 1 – PREMISES INFORMATION**

*Name, Address, postcode, telephone number and licence number of premises to which the variation applies*

**QUESTION 2 – PREMISES LICENCE HOLDER DETAILS**

*Name, Address, postcode, telephone number and e-mail address*

**QUESTION 3 – EXISTING PREMISES MANAGER DETAILS***Name, Address and Personal Licence Number*

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**QUESTION 4 – NEW PREMISES MANAGER DETAILS***(a) Full Name, Full Postal Address, postcode and telephone number(s) of new Premises Manager*

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*(b) Date of Birth of Premises Manager*

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*(c) E-mail address of Premises Manager*

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*(d) Details of Personal Licence held by new Premises Manager*

<i>Date of Issue</i>	<i>Name of Issuing Licensing Board</i>	<i>Personal Licence Number</i>

- I confirm that the new nominated designated premises manager is not named as designated premises manager in respect of any other licensed premises in Scotland.***
- I confirm that I have enclosed a copy of the new nominated designated premises manager's personal licence (unless the person's licence was granted by West Lothian Licensing Board)***

**QUESTION 4 – IS THE PRINCIPAL PREMISES LICENCE (INCLUDING THE LAYOUT PLAN) ENCLOSED WITH THIS APPLICATION? (COPIES CANNOT BE ACCEPTED)**

YES/NO

IF THE ANSWER IS NO, PLEASE PROVIDE A DETAILED EXPLANATION BELOW

**QUESTION 5 – DO YOU WISH THE VARIATION TO HAVE IMMEDIATE EFFECT?**

YES/NO

(please note that the Licensing Board must have received your application and accepted it as a competent application before your variation can take effect)

**DECLARATION BY LICENCE HOLDER OR AGENT ON BEHALF OF LICENCE HOLDER**

I confirm that the contents of this application are true to the best of my knowledge and belief.

***IT IS A CRIMINAL OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION***

Signature of Licence Holder .....

Print Name .....

Date .....

Telephone number and email address of licence holder .....

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If this form was completed by someone authorised to make the application on behalf of the licence holder i.e. an agent, please complete

Name of Agent .....

Signature of Agent .....

Date .....

Telephone number and email address of agent .....

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## **Privacy Statement – Data Protection**

All personal information that you supply will be used to process your application in accordance with data protection law and the Licensing (Scotland) Act 2005. In terms of the 2005 Act we may be required to share this information with the following bodies and individuals:-

- Police Scotland
- Scottish Fire and Rescue Service
- NHS Lothian
- West Lothian Council
- Community Councils in West Lothian
- Neighbours within 4 metres of the premises

We are required by law to protect the public funds we administer. Therefore in line with the National Fraud Initiative (NFI) we may also share your information with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

The information provided by you on this form will be held on an electronic register which will be available for inspection by members of the public.

Further information about how we handle your personal information, including how long we retain the information, information about the NFI and how you can complain about our handling of your information, is available in our Privacy Notice which can be found on the Licensing Team's webpage <https://www.westlothian.gov.uk/licensing>. A hard copy of our Privacy Notice is available on request by contacting the Licensing Team, email: [licensing@westlothian.gov.uk](mailto:licensing@westlothian.gov.uk), telephone: 01506 281632

## **Lodging of Applications under the Licensing (Scotland) Act, 2005**

- **By email:** You should download a copy of the most recent version of the form from our website and complete it by typing the information into the boxes on the form. You must sign the form to confirm that the information is correct by typing your name in the declaration section. The council accepts this as a signature. You should then check that the form has been fully completed and email it along with any supporting documentation to [licensing@westlothian.gov.uk](mailto:licensing@westlothian.gov.uk) You will receive an emailed acknowledgement if it has been successfully delivered. Once your form and documents have been checked by the Licensing Team you will be emailed with information about how to make an online payment of the fee. Details of fees are available at the bottom of the webpage for each licensing scheme.
- **By post:** You should download a copy of the most recent version of the form from our website and complete it by hand and sign the form to confirm that the information is correct at the declaration section. You should then check the form has been fully completed and post it along with any supporting documentation and a cheque for the fee which is applicable to the Licensing Team, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF. Details of fees are available at the bottom of the page on the webpage for each licensing scheme.

**APPLICATIONS CANNOT BE SUBMITTED AT THE CIVIC CENTRE OR AT ARROCHAR HOUSE**

Information on fees and the supporting documents to be submitted with each application is available on the Board's webpages at [www.westlothian.gov.uk](http://www.westlothian.gov.uk) and search for personal licence.