



**West Lothian
Council**

Form updated November 2018

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982
REQUEST TO VARY ACTIVITIES LISTED IN LICENCE OR
LICENCE CONDITION**

Fee paid at payments office/cheque enclosed

Question 1 – Licence Holder Details

Licence holder name	
Address of premises (including postcode)	Telephone Number Email address (this will allow us to contact you quicker)

Question 2 – Licence Details

Type of licence to be varied	
Licence number	

Question 3 – Variation of activities

Please detail the change to your activities as listed in your licence (state what you wish to add or delete)	
Reason for request (please continue on a separate sheet if required)	

Question 4 – Variation of conditions

Details of condition(s) to be varied	
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Reason for request (please continue on a separate sheet if required)	
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Date	Name of applicant/agent	
	Signature of applicant/agent	
Tick one of the boxes below to indicate why you are signing the form		
		One of the boxes below must be ticked
Licence holder (or connected person i.e. director/partner/office bearer)		
Agent		

Guidance Notes for Lodging an Application to Vary Activities Listed in a Licence or a Licence Condition

Please indicate above if you are signing as applicant or agent for the licence holder.

Lodging the application

In person: This application along with the administration fee can be lodged at the payments office, Arrochar House, Almondvale Boulevard, Livingston. Details of the current licensing fees can be found on the council's website – www.westlothian.gov.uk.

By post: Alternatively it can be posted along with a cheque or postal order to The Licensing Team, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF. Cash payments cannot be accepted at the Civic Centre.

Once an application has been received it will be forwarded to the appropriate advisors for their consideration.

Applications which do not attract any adverse comments may be granted by the Chief Solicitor under delegated powers.

All other applications require to be referred to the Licensing Committee for determination.

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 Civic Government (Scotland) Act 1982. In terms of the 1982 Act we are required to share this information with the following bodies:-

- Police Scotland; and where the licensed activity takes place within premises,
- the Scottish Fire and Rescue Service or other enforcing authority under Part 3 of the Fire (Scotland) Act 2005

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.

Some of the information provided by you on this form will be held on a register which is 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 copy of our Privacy Notice is available on request by contacting the Licensing Team, email: licensing@westlothian.gov.uk, telephone: 01506 281632.