|  |  |
| --- | --- |
| Form updated January 2023 | **CIVIC GOVERNMENT (SCOTLAND) ACT 1982**  **REQUEST TO VARY ACTIVITES LISTED IN LICENCE OR LICENCE CONDITION** |
|  |  |

Question 1 – Licence Holder Details

|  |  |
| --- | --- |
| Licence holder name |  |
| Address of premises (including postcode) | Telephone Number  Email address |

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 |  |
| Reason for request (please continue on a separate sheet if required) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Name of applicant/agent | |  |
|  | Signature of applicant/agent  (Handwritten forms only) | |  |
| 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 | |  | |

**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: [licensingservices@westlothian.gov.uk](mailto:licensingservices@westlothian.gov.uk), telephone: 01506 281632.

**How do I submit my application?**

Applications may be lodged in two ways -

* **By email:** You shoulddownload 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. 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 (unless no fee is applicable). Details of fees are available at the bottom of the webpage for each licensing scheme. Once your fee has been paid you will be emailed a site notice for immediate display, if applicable.
* **By post:** You shoulddownload 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 on the webpage for each licensing scheme.

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