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| **Clerk to the Licensing Board**  **West Lothian Council**  **West Lothian Civic Centre**  **Howden South Road**  **Livingston**  **West Lothian**  **EH54 6FF**  Telephone No: 01506 281632  e-mail: [licensingboard@westlothian.gov.uk](mailto:licensingboard@westlothian.gov.uk)  **Legal Post: DX 552560 Livingston 7** |  |

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

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

**The following are eligible to apply to vary a premises licence –**

* 1. **The premises licenceholder;**
  2. **A connected person to the premises licenceholder as defined in section 147(3) of the Licensing (Scotland) Act 2005; or**
  3. **A nominated agent on behalf of the licenceholder.**

**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 will not be accepted (see note 5). Failure to complete all questions, will result in the application being returned to you and not processed, which will delay the application process.**

**QUESTION 1 – PREMISES INFORMATION**

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

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**QUESTION 2 – PREMISES LICENCE HOLDER DETAILS**

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

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**QUESTION 3 – EXISTING PREMISES MANAGER DETAILS**

*Name, Address and Personal Licence Number*

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**QUESTION 4 – NEW PREMISES MANAGER DETAILS**

1. *Full Name, Full Postal Address, postcode and telephone number(s) of new Premises Manager*

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1. *Date of Birth of Premises Manager*

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1. *E-mail address of Premises Manager*

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1. *Details of Personal Licence held by new Premises Manager*

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| *Date of Issue* | *Name of Issuing Licensing Board* | *Personal Licence Number* |
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**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 5 – PRINCIPAL PREMISES LICENCE

## Is the principal premises licence including the layout plan enclosed with this application? (Copies cannot be accepted)

Please tick the appropriate box or provide an explanation below if the entire licence cannot be returned

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The entire licence is enclosed or;

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The entire licence has been posted to the Board or;

The entire licence is not able to be returned for the reason stated below -

**QUESTION 6 – 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**
* **West Lothian Council’s Licensing Standards Officer**

**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**](https://www.westlothian.gov.uk/licensing)**. A hard 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**

**LICENSING (SCOTLAND) ACT 2005**

**Application for Minor Variation of Premises Licence – Nomination of New Premises Manager (Section 31) Guidance Notes**

1. **Premises Information**

Please enter the name, address, postcode, telephone number and licence number of the premises to which the variation applies to.

1. **Premises Licence Holder Details**

Please provide the name, address, postcode, telephone contact and e-mail address of the premises licence holder as named on the current licence. In order to speed up the process please provide us with an email address to contact you about your application. Please note that the designated premises manager (DPM) whose name is also shown on the premises licence is not the licence holder and cannot make this application.

1. **Existing Premises Manager Details**

Please provide name, address and licence number of current premises manager.

1. **New Premises Manager Details**

Please provide name, address, date of birth, telephone contact, e-mail address, licence number and issuing licensing board details of proposed premises manager. You are required to confirm if the proposed DPM is not named as premises manager in any other licensed premises in Scotland and if the proposed DPM has been issued a personal licence in another area, a copy of their full personal licence must accompany the application form

1. **Does the Principal Premises Licence Accompany the Application?**

If the application form is submitted by e-mail, please tick the box to confirm that the principal premises licence has been forwarded to the Board for updating. The premises licence is in 4 parts – the summary, the operating plan, the layout plan and the part entitled premises licence and all must be returned. If you are unable to return any parts of the principal premises licence you must provide a detailed explanation why you are unable to do so in the box provided. The Board are unable to accept copies of the principal licence documents. If the licence has been lost or stolen the licence holder should report the loss or theft to Police Scotland in line with Section 53 of the 2005 Act.

1. **Do you wish to variation to have immediate effect?**

Please confirm if you wish the variation takes effect immediately or specify a date you wish the variation to take effect from.

**Lodging of Applications under the Licensing Scotland Act 2005**

If the licence holder is not an individual the form must be submitted by an agent. Unless the agent is a solicitor written authority from the licence holder must be enclosed. This should be from a director, partner or office bearer. If you are signing the form as an agent please ensure you have signed it in the correct place at Q6.

The application fee is £31 and your application may be lodged in two ways -

**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 at Q6. 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 [licensingservices@westlothian.gov.uk](mailto:licensingservices@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.Payment must not be made until you are advised that the application is competent**.**

**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 at Q6. You should then check the form has been fully completed and post it along with any supporting documentation and a cheque for the fee to the Licensing Team, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF.

**APPLICATIONS CANNOT BE SUBMITTED AT THE CIVIC CENTRE OR ANY OTHER COUNCIL OFFICES**

Information on fees and the supporting documents to be submitted with different applications in connection with premises licences is available on the Board’s webpages at [Premises Licences - West Lothian Council](https://www.westlothian.gov.uk/article/44130/Premises-Licences)