

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



**NOTIFICATION OF DISMISSAL, RESIGNATION, DEATH ETC. OF PREMISES MANAGER**

**Licensing (Scotland) Act, 2005, Section 54**

**This notification must be received by the Licensing Board within 7 days of the following occurrence:-**

- (a) the premises manager ceases to work at the premises
- (b) the premises manager becomes incapable for any reason of acting as premises manager
- (c) the premises manager dies, or
- (d) the personal licence held by the premises manager is revoked or suspended

**This application should be completed by the Premises Licence Holder of the appropriate Premises or their Agent.**

**QUESTION 1 – PREMISES INFORMATION**

*Name, Address and licence number of premises to which the notification applies*

**QUESTION 2 – APPLICANT INFORMATION**

*Name, Address, postcode, telephone number and e-mail of premises licenceholder*

**QUESTION 3 – NOTIFICATION OF OCCURRENCE**

*In terms of Section 54 of the Licensing (Scotland) Act, 2005, the premises licence holder must, no later than 7 days after the occurrence of the event give notice of it to the Licensing Board. (See note 1)*

**a) Please indicate the nature of the occurrence below:-**

- the premises manager ceases to work at the premises*
- the premises manager becomes incapable for any reason of acting as premises manager*
- the premises manager dies*
- the personal licence held by the premises manager is revoked or suspended*

**b) Please indicate the exact date of the occurrence: .....**

**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 CONNECTION WITH THIS APPLICATION***

Signature of Licence Holder.....

Print Name .....

Date .....

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

.....

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 .....

.....

**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.

This information will not be routinely shared by the Licensing Board and will only be used to contact you regarding the application.

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

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](mailto:licensing@westlothian.gov.uk), telephone: 01506 281632.

**LICENSING (SCOTLAND) ACT 2005**  
**Notification of dismissal, resignation, death etc**  
**of premises manager**  
**Guidance Notes**

**Note 1: Section 54(4)(b)**

In terms of Section 54(4)(b), within the period of 6 weeks beginning with the day on which the event occurs, a premises licence variation application (Section 31) must be lodged so as to substitute another individual as the premises manager.

If no such application is made within the period mentioned, then at the end of that period, the Licensing Board must vary the premises licence so that there is no longer any premises manager specified in it.

**Note 2: Submission of Notification**

Completed notifications, can be submitted to the address below, by post or in person to:-

West Lothian Licensing Board  
West Lothian Civic Centre  
Howden South Road  
Livingston  
West Lothian  
EH54 6FF  
Telephone No. 01506 281632