



**PERTH AND KINROSS LICENSING BOARD,
Pullar House, 35 Kinnoull Street, Perth, PH1 5GD**

APPLICATION FOR VARIATION OF PREMISES LICENCE

Licensing (Scotland) Act 2005, Sections 29 and 35

Note:-

- (1) Your application must be accompanied by the original of the Premises Licence including the Operating Plan and Layout Plans or, if that is not practicable, a statement of the reasons for failure to produce the licence. The Summary is not an acceptable substitute for the Premises Licence but please also submit the Summary to the Board.
- (2) Where the variation sought involves change(s) to the Operating Plan for the premises, please submit a revised Operating Plan setting out the proposed change(s) with this application.
- (3) Where the variation sought involves a change in the Layout Plan for the premises, please submit 6 copies of each plan (or an electronic version plus 2 hard copies). Those plans should show the whole of the premises or floor plan it is proposed to vary and should meet the requirements for layout plans in all respects. A plan showing only the change(s) and/or not meeting the requirements for layout plans is insufficient.
- (4) Where the variation sought includes substituting a new premises manager, please submit a copy of that person's personal licence.
- (5) For the level of fee to be paid when submitting your application, please refer to Perth and Kinross Licensing Board's List of Fees and Guidance on Fees.

Question 1

Applicant's full name, address and post code.

Question 2

Name, address and postcode of premises licensed.

Question 3

Previous applications refused.

In the last year has a Variation Application been refused in respect of the same premises licence and seeking the same variation?

YES/NO

If YES – state the date of the earlier refusal and either of (a) that at the earlier refusal the Board directed a variation application could be made within one year or (b) what material change in circumstances there has been since the earlier refusal.

Question 4

4(a) Do you consider that this Variation Application is a minor variation?
YES/NO

“minor variation” means –

- (a) any variation of the layout plan which does not result in any inconsistency with the operating plan (including the capacity figure for the premises stated in the operating plan).
- (b) where, under the operating plan contained in the licence, children or young persons are allowed entry to the premises, any variation reflecting any restriction or proposed restriction of the terms on which they are allowed entry to the premises.
- (c) any variation of the information contained in the licence relating to the premises manager (including a variation so as to substitute a new premises manager), and
- (d) any other variation of such description as may be prescribed.

4(b) Please provide full details of the variation sought (other than where the variation sought is to substitute a new premises manager – see Question 5).

“Variation” means any variation of –

- (a) any of the conditions to which the premises licence is subject (other than mandatory conditions in terms of the Licensing (Scotland) Act 2005, Schedule 3).
- (b) any of the information contained in the operating plan contained in the licence.
- (c) the layout plan contained in the licence, or
- (d) any other information contained or referred to in the licence, and includes an addition, deletion, or other modification.

Details of variation(s) sought

Question 5

Variation to substitute Premises Manager.

Personal details

5(a) Name

5(b) Date of birth

5(c) Contact address

5(d) Email address

5(e) Personal licence

Date of issue	Name of Licensing Board issuing	Reference no. of personal licence

5(f) Is the variation to have immediate effect during the application period?

YES/NO

5(g) If the variation is not to have immediate effect please state the date when the variation to substitute a new premises manager is to become effective.

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Question 6

Where an application for transfer of the premises licence is submitted with this variation application, is the transfer contingent on a variation application of the premises licence being granted before the transfer?	YES/NO
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If "YES", the Licensing Board must determine the variation application first. If "NO" the transfer application is determined before the variation application. In either case if the first application is refused, the second application must fall.

DECLARATION BY APPLICANT/OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

The contents of this Application are true to the best of my knowledge and belief.

Signature * (see note below)

Date

Capacity APPLICANT/AGENT (delete as appropriate)

Telephone number and email address of signatory

Please note that it is the responsibility of the applicant/premises licence holder to ensure that all other necessary consents are or will be in place including planning permission, building warrant and building completion certificate, and food hygiene certificate.

I have enclosed the relevant documents with this application – please tick the relevant boxes

Premises licence including operating plan and layout plans (and Summary) or statement why that cannot be provided	
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Where the variation sought involves change(s) to the Operating Plan – a revised Operating Plan setting out the proposed change(s)	
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Where the variation sought relates to the Layout Plan(s) – revised Layout Plan(s) – electronic version and 2 hard copies.	
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Where the variation sought is to substitute a new premises manager – a copy of that person’s Personal Licence	
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Fee	
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HOW WE USE YOUR PERSONAL INFORMATION

The information provided by you will be used by Perth & Kinross Council to process your application and thereafter to keep you informed of any updates with regard to your application or licence.

Your information be shared with Police Scotland in order to determine if you are a fit and proper person to hold a licence.

The Council may also check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

You should be aware that the names of individuals who hold this licence appear on a register which is available for public inspection

For further information, please look at our website www.pkc.gov.uk/dataprotection; email dataprotection@pkc.gov.uk or phone 01738 477933.

This section is for use by the Licensing Board only

Application checklist

Date received	
Fee amount	
Receipt number	
Received by (INITIALS)	
Consideration date	
Last date for consideration	
Date of initial hearing	
Date of any continued hearing	
Date granted/refused (delete as appropriate)	