



For Official use only

Date received	
Receipt No.	

**REQUEST FOR CONSENT TO MATERIAL CHANGE
IN CIRCUMSTANCES OR ALTERATION OF
CIVIC GOVERNMENT (SCOTLAND) ACT, 1982 LICENCE**

PLEASE COMPLETE IN BLOCK CAPITALS

Question 1 – Licence holder details	
Licence holder name	
Address of Premises	
	Postcode
Contact telephone number	
Email address	
Question 2 – Licence Details	
Type of Licence held	
Licence Number	
Question 3 – Variation Details	
What activities do you wish to add/remove/change to your licence If adding fun fair element to licence, please state how many ride/s and the name of the ride/s	

Do you wish to remove someone from your licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If "yes", please provide full details of the person to be removed.	Surname		
	Forename/s		
Do you wish to add someone to your licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If "yes", please provide full details of the person to be added.	Surname		
	Forename/s		
Private Home Address including postcode			
	Postcode		
Telephone Number	Home		
	Mobile		
	E-mail		
Date and place of birth	Years	Date of Birth	Place of Birth
Does he/she have any convictions	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Please list all current Convictions (Please use separate sheet if necessary)	Date	Court	Offence	Sentence
Has the new person (if applicable) lived in the UK for at least 10 years? If no, please provide a letter from your home country confirming that you do not have any convictions.	Yes <input type="checkbox"/> No <input type="checkbox"/>			

6. CHECKLIST			
(a)	Have you provided a copy of your up-to-date Public Liability Insurance	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
(b)	Have you provided a copy of your up-to-date Employer's Liability Insurance?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
(c)	If added ride/s to the licence, please provide copies of ADIP's and Showman's Guild Insurance or PIPPA Certificate if Inflatables.	Yes <input type="checkbox"/>	NA <input type="checkbox"/>
(d)	If the person/s who I have added to my licence has not lived in the UK for 10 years I have enclosed a letter from their home country confirming that I/my manager have/have not got any convictions	Yes <input type="checkbox"/>	NA <input type="checkbox"/>

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 will be shared with Police Scotland, Scottish Fire and Rescue Service, Planning Service and Environment Services in order to determine if you are a fit and proper person to hold a licence. A requirement for this licence is to display a site notice for 21 days which the public can view and this will contain personal information which will include your name and address.

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

I declare that the particulars given by me on this form are true. I consent to the sharing of my personal information for the purposes set out above.

Signature of applicant/agent

Date

Signature of applicant(s) to be removed from licence or added to licence

.....Date

It is an offence to make any statement in this application which you know to be false or to recklessly make any statement which is false in a material particular. Offences are punishable by a fine up to £1,000.

June 2019