

ABERDEEN CITY LICENSING BOARD
APPLICATION FOR VARIATION OF PREMISES LICENCE

Licensing (Scotland) Act 2005, section 29/31

Complete all sections of the application form.

SECTION 1 - TYPE OF VARIATION

Tick one box only

Is the application for a variation in terms of section 29 (5)? See note 1

Is the application for a minor variation in terms of section 29 (6)? See note 2

SECTION 2 - APPLICANT INFORMATION

a) Name, address and postcode of premises

Name of premises	
Address of premises (including postcode)	

b) Particulars of premises licence holder

Name of premises licence holder	
Address (including postcode)	

c) Premises Licence

I have enclosed the premises Licence	YES <input type="checkbox"/>	NO* <input type="checkbox"/>
*If No please provide reason(s) for failure to produce the premises licence		

SECTION 3 - DETAILS OF VARIATION

a) Is the variation to any local condition(s)? YES NO

If YES, describe below which condition(s) is to be varied and the variation sought

b) Is the variation to the Operating Plan? YES NO

If YES attach to this application the proposed operating plan and describe below the variation sought – continue on a separate page if necessary.

c) Is the variation to the layout plan? YES NO

If YES, submit 6 copies of the proposed plan and describe below the variation sought – continue on a separate page if necessary.

- d) Do you propose to vary any other information contained or referred to in the licence, including any addition, deletion or other modification? YES NO

If YES please provide details below.

- e) Do you propose to vary the information contained in the licence relating to the details of the current premises manager? (e.g. Change of address) YES NO

If YES please provide details below.

- f) Are you intimating the substitution of a new premises Manager? YES NO

Please provide details below:

- (i) Name of proposed premises manager

- (ii) Date of birth of proposed premises manager

- (iii) Postal address of proposed premises manager

(iv) Email address and telephone number of proposed premises manager

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(v) Personal licence details of proposed premises manager

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

Please note that the holder of a Personal Licence may only be named as the Premises Manager of one premises in Scotland at any time subject to Article 4 of the Licensing (Vessels etc.) (Scotland) Regulations 2007.

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 Print Name..... * (see note below)

Date

Capacity: APPLICANT / AGENT (delete as appropriate)

Telephone number and email address of signatory

.....

Postal Address of Agent (if appropriate)

.....

.....

I have enclosed the relevant documents with this application – please tick the relevant boxes	
Application Fee	
Premises Licence	
Operating plan (If appropriate)	
Layout plan (if appropriate)	
Draft Operating Plan (if appropriate)	
Amended Layout plan (if appropriate)	

*** Data Protection Act 1998**

The information on this form may be held on an electronic public register which may be available to members of the public on request.

<u>For use by the Licensing Board only</u>	
Application checklist	
Date received	
Fee amount	
Receipt number	
Received by (INITIALS)	
Consideration date	
Last date for consideration	
Date of initial hearing	
Date of any modification hearing	
Date granted/refused (delete as appropriate)	

LICENSING (SCOTLAND) ACT 2005

Application for Variation of a Premises Licence

Guidance Notes

Note 1:

A variation, in relation to a premises licences, means any variation of

- (a) any of the conditions to which the licence is subject (other than mandatory conditions)
- (b) any of the information contained in the operating plan,
- (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.

Note 2

A minor variation:

- (a) means a variation of the layout plan, if the variation does not result in any inconsistency with the operating plan
- (b) relates to a restriction of the terms on which children or young persons 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),

Fees

The fee payable in respect of an application under section 29(1) of the Act is–

- (a) £31 if the application is one to substitute the premises manager and any other variation sought in the application is a minor variation;
 - (b) £20 if the application seeks only a minor variation or variations and does not fall within paragraph (a) above.
- (2) The fee payable in respect of any other application under section 29(1) of the Act is £150.



ABERDEEN LICENSING BOARD

Why are we asking these questions?

The Licensing Board wishes to ensure that its services are available to everyone who lives in Aberdeen, including persons who have protected characteristics in terms of the Equality Act 2010. Relevant protected characteristics may be in relation to Age, Disability, Gender reassignment, Marriage and civil partnership, Race, Religion or belief, Sex or Sexual orientation.

This questionnaire helps us to see who is using the Board's services and where we may be required to act to ensure a wider range of people can access our services.

How will this information be used?

The information on this form will be confidential and anonymous. It will be stored and analysed separately from any other personal information you may give. Any information you provide on this form will be used by Aberdeen City Council for statistical reporting in connection with analysing service use, and will only be processed in accordance with the Data Protection Act 1998. The results will be published in such a way that individuals who have contributed to the survey cannot be identified.

The information will have no bearing whatsoever in respect of applications or other processes under the Licensing (Scotland) Act 2005 and shall be processed completely separately.

Do I have to give this information?

You do not have to fill this form in, but doing so will help us monitor and improve our services.

Questionnaire

1. What is your date of birth

2. Are you male or female? Please tick.

- Male
 Female

3. What is your ethnic group?

Choose ONE section from A to F, and then tick ONE box which best describes your ethnic group or background.

A: WHITE

- Scottish
 Other British
 Irish
 Gypsy/Traveller
 Polish
Other White ethnic group, please write in the box below

B: MIXED or MULTIPLE ETHNIC GROUPS

- Any mixed or multiple ethnic groups, please write in the box below

C: ASIAN, ASIAN SCOTTISH or ASIAN BRITISH

- Pakistani, Pakistani Scottish or Pakistani British
 Indian, Indian Scottish or Indian British
 Bangladeshi, Bangladeshi Scottish or Bangladeshi British
 Chinese, Chinese Scottish or Chinese British
 Other, please write in box below

D: AFRICAN

- African, African Scottish or African British
- Other, please write in the box below

E: CARRIBEAN OR BLACK

- Caribbean, Caribbean Scottish or Caribbean British
- Black, Black Scottish or Black British
- Other, please write in the box below

F: OTHER ETHNIC GROUP

- Arab, Arab Scottish or Arab British
- Other, please write in the box below

4. Do you have a physical or mental health condition or illness lasting, or expected to last, 12 months or more

- Yes
- No

5. If the answer to question 4 is yes, does this condition or illness affect you in any of the following areas? Tick all that apply

- Vision (for example blindness or partial sight)
- Hearing (for example deafness or partial hearing)
- Mobility (for example walking short distances or climbing stairs)
- Dexterity (for example listing or carrying objects, using a keyboard)
- Learning or understanding or concentrating
- Memory
- Stamina or breathing fatigue
- Socially or behaviourally (for example associated with autism, attention deficit disorder or Asperger's Syndrome)
- Other, please specify below

6. What religion, religious denomination or body do you belong to?

- None
- Church of Scotland
- Roman Catholic
- Other Christian
- Muslim
- Buddhist
- Sikh
- Jewish
- Hindu
- Pagan
- Another religion, please write in the box below

7. Which of the following best describes how you think of yourself?

- Heterosexual/straight
- Gay/Lesbian
- Bisexual
- Transgender
- Other

Completed forms can be returned anonymously along with application forms (in a separate envelope if you wish) or separately to the address or email address below.

Aberdeen Licensing Board
Equalities and Human Rights
Corporate Governance
Aberdeen City Council
Business Hub 6
L1S Marischal College
Aberdeen
AB10 1AB

Email:
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