**Minor Variation (change of premises manager including any other minor variation) £31.00**

**Minor Variation or Variations £20.00**

**Non Minor Variation £160.00**

**NORTH LANARKSHIRE LICENSING BOARD**

**APPLICATION TO VARY PREMISES LICENCE**

**LICENSING (SCOTLAND) 2005 - SECTION 29**

**Question 1**

1(a) Name, address and postcode of licensed premises.

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1(b) Premises Licence Reference Number.

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**Question 2**

Particulars of premises licence holder

2(a) Where licence holder is an individual, provide full name, date, place of birth and home address including postcode.

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2(b) Where licence holder is a partnership, please provide full name and postal address of partnership.

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2(c) Where licence holder is a company, please provide name, registered office and company registration number.

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2(d) Where the licence holder is a club or other body, please provide full name and postal address of club or other body.

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**Question 3**

3 (a) Is the variation to substitute another person as the premises manager? YES/NO

If YES - please provide full name, date, place of birth and home address including post code. Please also produce the personal licence or a copy of the licence.

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3 (b) Do you wish the application to have immediate effect? YES/NO

**Question 4**

4 (a) Is the variation to the layout plan? YES/NO

4 (b) If YES please (1) attach seven sets of plans showing the proposed new layout of the premises; and (2) describe the variation to the plan.

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**Question 5**

Describe other variation(s) sought

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**Question 6**

6 (a) Has there been a previous application for variation for these premises in the past year (including any time before the current licence holder acquired them)? YES/NO

If “NO” go the question 7.

6 (b) If “YES” was that previous application refused? YES/NO

6 (c) If it was refused give details of that previous application:

Name of the Applicant:

Date of the Board decision:

Summarise the variation which was then requested:

6 (d) If there has been a Board decision to refuse in the one year before the date of lodging this application please state which of (1) or (2) you think applies and if (2) applies state what you think the material change of circumstances has been:-

## (1) At the time of the earlier refusal the Board directed that the bar would not apply to any subsequent application.

## (2) The Board is satisfied that there has been a material change of circumstances since the earlier refusal.

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**Question 7**

7 (a) Is the premises licence submitted along with this application? YES/NO

7 (b) If “NO” please provide a statement of reasons for failure to produce the licence.

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**DECLARATION BY LICENCE HOLDER OR AGENT ON BEHALF OF LICENCE HOLDER**

**If signing on behalf of the licence holder 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 LICENCE HOLDER /AGENT (delete as appropriate)

Telephone number and e-mail address of signatory

**Data Protection Act 2018**

**The information which you provide on this form will be processed by North Lanarkshire Council (which is the “data controller” for purposes of data protection law). A Privacy Statement explaining how we process your personal information can found on the Council’s website** [**www.northlanarkshire.gov.uk**](http://www.northlanarkshire.gov.uk)

**Payment can be made by cheque made payable to North Lanarkshire Council or by credit/debit card by telephone 01698 302360.**

**Contact for enquiries: LicensingBoard@northlan.gov.uk**

**Complete and return to:**

**Clerk to the Licensing Board, Civic Centre, Windmillhill Street, Motherwell ML1 1AB**

**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 modification hearing |  |
| Date granted/refused  (delete as appropriate) |  |

**For use by the Licensing Board only**

**Documents Lodged**

|  |  |
| --- | --- |
| Premises Licence |  |
| Reasons for failure |  |
| Layout Plan |  |