

Licensing (Scotland) Act 2005, sections 29 and 31

**APPLICATION FOR VARIATION OF PREMISES
LICENCE/PROVISIONAL PREMISES LICENCE***

*Delete as appropriate

If you are completing this form by hand, please write legibly in block capitals using black ink.

To:

The Depute Clerk to the:-
(please tick the appropriate box)

- North Board
- Central Board
- South Board

Please send your application to :-

Depute Clerk to the Licensing Board
Aberdeenshire Council
Legal & Governance
Viewmount
Arduthie Road
Stonehaven
AB39 2DQ

QUESTION 1: APPLICATION TYPE

Please complete, as appropriate:

a) Does this application relate to a minor variation of the premises licence?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
b) Does this application relate to a major variation of the premises licence?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

QUESTION 2: PREMISES DETAILS^a

a. Premises Licence Number	
b. Name of Premises	
c. Address of Premises	
d. Postcode	

^a Please submit the premises licence with this application

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QUESTION 3: APPLICANT INFORMATION

a. Full Name of Applicant	
b. Address (please insert registered address if applicant is a company/partnership or address of club or body)	
c. Postcode	
d. Contact Telephone Number	
e. E-mail address	
f. Correspondence address if different from above	

Now, either –

- ◆ complete PART A if you are applying for a minor variation; or
- ◆ complete PART B if you are applying for a major variation.

PART A: MINOR VARIATIONS

1) Do you propose a variation that does not result in any inconsistency with the operating plan?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If the answer to 1) is YES, please give details of the proposed variation below^b				

2) Do you propose to restrict the terms on which children and young persons are admitted to the premises?^c	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If the answer to 2) is YES, please give details of the proposed variation below				
<u>Terms</u>				
Children				
Young Persons				
<u>Ages: Children being (0-15 years) and Young Persons being (16-17 years)^d</u>				
Children				
Young Persons				
<u>Times^e</u>				
Children				
Young Persons				

^b Please submit 7 layout plans of the proposed layout with this application.

^c Please submit an amended operating plan reflecting the changes relating to children and young persons.

^d NOTE: Any amendment to increase the minimum age of children or young persons is classed as a minor variation. However, any amendment to reduce the minimum age of children or young persons is classed as a major variation in which case you should complete the relevant section at Question 5 on this form.

^e NOTE: Any amendment to reduce the times at which children or young persons are allowed onto the premises is classed as a minor variation. Any relaxation of the times at which children or young persons are allowed on the premises is classed as a major variation in which case you should complete the relevant section at Question 5 on this form.

Parts of the Premises specifically set aside for use by Children and Young Persons^f	
Children	
Young Persons	
Parts of the Premises to which Children and Young Persons have Access^f	
Children	
Young Persons	

3) Do you propose to vary the information contained in the licence relating to the premises manager, including a variation to substitute a new premises manager?^g	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If the answer to 3) is YES, please complete <u>PART 1</u> and <u>PART 2</u> below				
<u>PART 1: Details of Current Designated Premises Manager</u>				
a. Personal Licence Number				
b. Full Name of Current Designated Premises Manager				
c. Address				
d. Postcode				
<u>PART 2: Details of Proposed Designated Premises Manager^h</u>				
a. Title (delete as appropriate)	Mr/Mrs/Miss/Ms/Other (please state)			
b. Surname				

^f Any restriction in access of children or young persons to certain parts of the premises is classed as a minor variation. Any increase in access of children or young persons to certain parts of the premises is classed as a major variation and you should complete the relevant section of Question 5 of this form.

^g Please submit an amended operating plan showing the details of the proposed premises manager with the application.

^h Please submit the personal licence or a certified copy of the personal licence, for the proposed designated premises manager and an amended operating plan showing the details of the proposed premises manager with this application

(include any previous names or maiden name where applicable)					
c. Forename(s)					
d. Address where ordinarily resident					
e. Postcode					
f. Contact Telephone Number					
g. E-mail address					
h. Date of Birth					
i. Place of Birth					
j. Correspondence address, including postcode (if different from c. above)					
k. Personal Licence Number					
l. Date of Issue of Personal Licence					
m. Name of Licensing Board that issued the Personal Licence					
n. Is the variation to take effect during the application period?	<table border="1"> <tr> <td>YES</td> <td><input type="checkbox"/></td> <td>NO</td> <td><input type="checkbox"/></td> </tr> </table>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
If the answer to n. above is NO, please provide the date from which the variation is to take effect.					

4) Do you propose to vary the name of the premises?	<table border="1"> <tr> <td>YES</td> <td><input type="checkbox"/></td> <td>NO</td> <td><input type="checkbox"/></td> </tr> </table>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		

If the answer to 4) is YES, please give details of the proposed variation below	
Please provide details of the proposed name of the premises	

5) Do you propose a reduction in the licensed hours operated at the premises which does not result in the premises opening any earlier or closing any later than stated in the premises licence and operating plan? ⁱ	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is the reduction permanent? If the answer is "yes" please complete the relevant core hours and seasonal variations boxes below	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is the reduction temporary? If the answer is "yes" please indicate the variation in the seasonal variations box below	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

5(a) STATEMENT OF **CORE** TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION **ON** PREMISES

Day	ON Consumption	
	Opening time	Terminal hour
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Question 5(b): STATEMENT OF **CORE** TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION **OFF** PREMISES

Day	OFF Consumption
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ⁱ Please submit an amended operating plan showing the proposed hours with the application.

	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>		
<i>Tuesday</i>		
<i>Wednesday</i>		
<i>Thursday</i>		
<i>Friday</i>		
<i>Saturday</i>		
<i>Sunday</i>		

Question 5(c): SEASONAL VARIATIONS

Does the applicant intend to operate according to seasonal demand?	YES/NO*
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*If YES – provide details

6) Do you propose to reduce the capacity of the premises, whether resulting from a variation to the layout plan or otherwise?ⁱ	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If the answer to 6) is YES, please give details of the proposed capacity below				
Please provide details of the proposed capacity of the premises				

7) Do you propose a variation that will result in the cessation of the provision of licence or recorded music at a decibel level exceeding 85 decibels?^k	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If the answer to 7) is YES, please give details of the proposed variation below				

8) Do you propose a variation which will provide that, when the premises are fully occupied, more customers are likely to be seated than standing?^k	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If the answer to 8) is YES, please give details of the proposed variation below				

ⁱ Please submit an amended operating plan showing the revised capacity for the premises

^k Please submit an amended operating plan, amending Section 5 as appropriate

9) Do you propose any other variation as prescribed by Section 29(6)(d) of the 2005 Act?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If the answer to 9) is YES, please give details of the proposed variation below¹				

¹ Dependent on the nature of the variation, you may require to lodge 7 sets of amended plans and/or an amended operating plan with the application.

PART B: MAJOR VARIATIONS

1) Do you propose a variation to the conditions to which the licence is subject (other than those to which the licence is subject by virtue of Section 27(1))? ^m	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If the answer to 1) is YES, please give details of the proposed variation below

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2) Do you propose a variation to any of the information contained in the operating plan contained in the licence?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If the answer to 2) is YES, please give details of the proposed variation belowⁿ

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If you are proposing a relaxation in relation to the children and young persons section of the operating plan, please complete the following section^o

3) Do you propose to relax the terms on which children and young persons are admitted to the premises?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If the answer to 3) is YES, please give details of the proposed variation below^p

<u>Terms</u>	
Children	

^m Dependent on the nature of the variation, you may require to lodge 7 sets of amended plans and/or an amended operating plan with the application.

ⁿ Please submit an amended operating plan reflecting the proposed changes with this application.

^o Please submit an amended operating plan reflecting the proposed changes with this application.

^p Please submit an amended operating plan reflecting the changes to the terms.

Young Persons	
<u>Ages: Children being (0-15 years) and Young Persons being (16-17 years)^q</u>	
Children	
Young Persons	
<u>Times^r</u>	
Children	
Young Persons	
<u>Parts of the Premises specifically set aside for use by Children and Young Persons^s</u>	
Children	
Young Persons	
<u>Parts of the Premises to which Children and Young Persons have Accessⁿ</u>	
Children	
Young Persons	

^q NOTE: Any amendment to reduce the minimum age of children or young persons is classed as a major variation. However, any amendment to increase the minimum age of children or young persons is classed as a major variation in which case you should complete the relevant section at Question 4 on this form.

^r NOTE: Any amendment to relax the times at which children or young persons are allowed onto the premises is classed as a major variation. Any reduction of the times at which children or young persons are allowed on the premises is classed as a minor variation in which case you should complete the relevant section at Question 4 on this form.

^s Any relaxation in access of children or young persons to certain parts of the premises is classed as a major variation. Any restriction in access of children or young persons to certain parts of the premises is classed as a minor variation and you should complete the relevant section of Question 4 of this form.

4) Do you propose a variation to the layout plan contained in the licence?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If the answer to 4) is YES, please give details of the proposed variation below ^t				

5) Do you propose to vary any other information contained or referred to in the licence, including an addition, deletion or modification?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If the answer to 5) is YES, please give details of the proposed variation below ^u				

Now complete the DECLARATION overleaf

GDPR

The applicant, and, where the applicant is a company, business or other body, any person who has supplied personal information as part of this application MUST READ AND UNDERSTAND THE ATTACHED PRIVACY NOTICE.

^t Please submit 7 layout plans of the proposed layout with this application.

^u Depending on the nature of the variation, you may also need to lodge 7 amended layout plans and/or an amended operating plan with this application.

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 **and the appropriate persons have read the attached privacy notice.**

Signature * (see note below)

Date

Capacity APPLICANT/AGENT

Where the signatory is an agent, please complete the following:

Name	
Telephone Number	
Postal address	
postcode	
DX Number	
Legal Post Number	
E-Mail address	

*** 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.

<i>I have enclosed the relevant documents with this application – please tick the relevant boxes</i>	
<i>Premises Licence</i>	
<i>Letter explaining why the Premises Licence Has not been produced.</i>	
<i>Operating Plan**</i>	
<i>Layout plans**</i>	
<i>Personal Licence of the Proposed Premises Manager</i>	
<i>Fee</i>	

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

FOR OFFICIAL USE ONLY	
DATE RECEIVED AT SERVICE POINT	
NAME OF CUSTOMER SERVICE ADVISOR	
CUSTOMER SERVICE ADVISOR SIGNATURE	

SUBMITTED AT WHICH SERVICE POINT?						
BANFF	ELLON	HUNTLY	INVERURIE	PETERHEAD	STONEHAVEN	TURRIFF

FEES

1. Application for Minor Variation (except 2. below)	£20
2. Application for Variation which includes an “immediate effect” change of the Premises Manager details	£31
3. Application for Major Variation	£180
4. Application for Variation with Transfer	£20

PRIVACY NOTICE

The Data Controller of the information being collected is the North, Central and South Aberdeenshire Divisional Licensing Boards. The information is collated on their behalf by Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AN.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- The processing of your application for a variation of premises licence
- The determination of your application for variation of premises licence
- The issue of any varied Premises Licence Granted
- Inclusion on the Register of Premises Licences available for public inspection
- Ensuring compliance with the terms of your varied Premises Licence
- The processing of any complaints made in respect of your varied Premises Licence
- The determination of any complaints made in respect of your varied Premises Licence

Your information is:

Being collected by Aberdeenshire Council on behalf of the Aberdeenshire North, Central and South Divisional Licensing Boards

The legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Legal Obligations	X	Processing is necessary for one of the Conditions in Part 2 of Schedule 1 to the Data Protection Act 2018 referring to substantial public interest in terms of paragraph 6 thereof as processing is necessary for the exercise of a function conferred on a person by an enactment or rule of law	X

Where the legal basis for processing is either Performance of a contract or Legal obligation, please note the following consequences of failure to provide the information:

If you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.

Your information will be shared with the following recipients or categories of recipient:

- | | |
|---|---|
| <ul style="list-style-type: none">• <i>Police Scotland</i>• <i>Scottish Fire & Rescue Service</i>• <i>Planning Services</i>• <i>Building Standards</i>• <i>Some information will also be shared with the Public via the Register of Premises Licences</i> | <ul style="list-style-type: none">• <i>Environmental Health</i>• <i>Licensing Standards Officers</i>• <i>Public Health</i>• <i>Community Councils</i>• <i>Owners of Property within a 4 metre radius of the premises</i>• <i>Scottish Government</i> |
|---|---|

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

NOT APPLICABLE

The retention period for the data is:

- | |
|---|
| <ol style="list-style-type: none">(1) Where an application related to a variation of premises licence is refused by the Board, information relating to that application will be retained on the Licensing Register for a period of 5 years from the date of refusal and thereafter will be destroyed.(2) In all other cases information relating to variations of premises licence will be retained on the Licensing Register for a period of 5 years from the date the premises licence ceases to have effect and thereafter will be destroyed. |
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The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the legal basis specified above is consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- To object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.