|  |  |
| --- | --- |
|  | Falkirk Council Licensing Unit  Foundry  4 Central Boulevard  Central Park  Larbert  FK5 4RU  Telephone: 01324 501575  E- mail: licensing@falkirk.gov.uk |

**Civic Government (Scotland) Act 1982**

**Application for variation to a Late Hours Catering Licence**

**Notes;**

1. The application form is split into two parts and should be completed as follows:-
   * Part A of the application form relates to the existing licence, this part requires to be fully completed.
   * Part B of the application form relates to the variation of the licence, complete the parts applicable to the variation.
2. If there is any change in the personnel connected to the licence, photographic identification requires to be submitted.

**PART A – EXISTING LICENCE DETAILS**

**Question 1**

|  |  |
| --- | --- |
| Licence Number |  |
| Expiry Date of Licence |  |

**Question 2**

Details of current licence holder

|  |  |
| --- | --- |
| (a) Name on licence |  |
| (b) Address on current licence |  |
| (c) Name and address of current day to day manager (if applicable) |  |

**Question 3**

Premises

|  |  |
| --- | --- |
| (a) Trading name (if any) and address of premises to which licence relates |  |

**PART B - VARIATION DETAILS – COMPLETE PARTS WHICH ARE APPLICABLE**

**Question 4**

Change of day to day manager

|  |  |  |
| --- | --- | --- |
| Full Name | Private Address | Date and Place of Birth |
|  |  |  |

|  |  |
| --- | --- |
| E-mail Address |  |
| Home Telephone Number |  |
| Work Telephone Number |  |
| Mobile Telephone Number |  |

**Question 5**

Change of directors/partners

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name | Date of Birth | Address | Add or delete |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Question 6**

|  |  |
| --- | --- |
| Has any person named in sections 4 or 5 (only additions) lived outwith the United Kingdom for a period of six months or more within the last 10 years? | YES / NO\* |

\*If yes you are required to provide a Criminal Record Check/verification from the Embassy of the country you resided in. Information on how to obtain this is contained within the guidance notes.

**Question 7**

State below particulars of all current convictions, conditional offers and/or fixed penalties recorded against any person named in sections 4 or 5 above within or outwith the UK

NB failure to disclose **all** **current** convictions etc may result in your application being returned to you. If none state none.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Name | Court or Country outwith UK | Offence | Sentence / Penalty |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Question 8**

Change in operating hours

|  |  |  |
| --- | --- | --- |
| Day | Existing | Proposed |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| Saturday |  |  |
| Sunday |  |  |

**Question 10**

Details of any other variation proposed.

**Date:­­­­­­­­­­­­……………………… Signature of applicant: ………………………………………………..**

**or agent**

**Agents address: ………………………………………………………..**

**…………………..………………………………………………………**

**Contact Telephone Number:…………………………………………..**

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud.  It may also share this information with other bodies administering public funds solely for these purposes.

Your privacy is important to us. You can find out how we deal with your personal information here <http://www.falkirk.gov.uk/privacy/law-licensing/licensing/>

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OFFICE USE ONLY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Received | Accepted/Refused  And Reason | Date Passed to | Date Response  Received | Date of  Decision | Decision |
|  |  | Police  Fire  BC  EH  DC |  |  |  |