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|  Falkirk Council CrestFALKIRK COUNCIL LICENSING BOARD | **Licensing Unit****Falkirk Council****The Foundry****4 Central Park****Central Boulevard****Larbert, FK5 4RU****Telephone: 01324 501575****e-mail: licensing@falkirk.gov.uk****DX 556562** |

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| Licensing (Scotland) Act 2005(Section 29 (1) & (6)(c))APPLICATION BY PREMISES LICENCE HOLDERFOR VARIATION OF PREMISES LICENCE TO INTIMATE CHANGE OF DETAILS OF DESIGNATED PREMISES MANAGER |
| If you are completing this form by hand, please write legibly in block capitals using ink. |

**Question 1 – PREMISES DETAILS**

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| Premises NamePremises AddressPost CodePremises Telephone NumberPremises Licence Number |

**Question 2 – APPLICANT (PREMISES LICENCE HOLDER) DETAILS**

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

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| NameAddressPostcodeDate of BirthPlace of Birth |

*2(b) Where applicant is a* ***partnership****, please provide full name and postal address of partnership*

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| NameAddressPostcode |

*2(c) Where applicant is a* ***company****, please provide name, registered office and company registration number*

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| NameRegistered OfficeCompany Registration No. |

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

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| NameAddressPostcode |

**Question 3 – PROPOSED VARIATION**

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| **DETAILS OF CHANGES** |
| **EXISTING DESIGNATED PREMISES MANAGER’S DETAILS****(a) Change of name****(b) Change of address** |
| **\*Delete as appropriate** |

|  |  |
| --- | --- |
| **Name** |  |
| **Date of Birth** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email Address** |  |

**Question 4 – DATE OF COMMENCEMENT**

When to you intend the proposed change to the Licence Holder’s details to take effect?

 [ ]  Immediately

 [ ]  Effective date of ………………………………………………………

**Question 5 – LICENCE TO BE AMENDED**

(Please see Guidance Note below)

Does the appropriate Premises Licence accompany this application?

**YES/NO**

 (If **NO**, please provide an explanation below).

I am unable to produce the Premises Licence because…

 [ ]  The licence has not yet been issued by the Board

[ ]  The licence has already been returned to the Board in respect of an earlier application for variation or transfer

[ ]  Other (provide details)

 ………………………………………………....………………………

 ………………………………………………....………………………

**DECLARATION BY APPLICANT (PREMISES LICENCE HOLDER) OR AGENT ON BEHALF OF APPLICANT** **(if signing on behalf of the applicant please state in what capacity you are doing so).**

The contents of this Application are true to the best of my knowledge and belief.

Signature …………………………………….…………………………………….

Date …………………………………………………………………………..

Capacity: PREMISES LICENCEHOLDER/AGENT/OTHER\*

(\*delete as appropriate)

Telephone number and email address of signatory

…………………………………………………………………………………………..

 …………………………………………………………………………………………..

**FEES**

The fee payable in respect of an application under section 29(1) of the Act to change the Designated Premises Manager’s details is £20.

**Data Protection Act 2018**

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

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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| **For use by the Licensing Board only****Application checklist** |

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| **Date received** |  |
| **Fee amount** |  |
| **Receipt number** |  |
| **Received by (*INITIALS*)** |  |
| **Date granted/refused (delete as appropriate)** |  |

**GUIDANCE NOTE**

(1) The original premises licence, operating plan and premises licence summary must be returned to us with your application. Your application will not be processed until we have received the documentation.

(2) Please note also that once this variation is granted, any certified copies of the appropriate Premises Licence must also be updated to show the changes.