

Application for Transfer (and any Variation) of Premises Licence

Orkney Islands Area Licensing Board

Licensing (Scotland) Act 2005, sections 33 to 35

Question 1: Name, address and postcode of licensed premises

Question 2: Particulars of applicant

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

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

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

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

2(e). Where applicant is a partnership, company, club or other body, please provide the names, dates and places of birth, and home addresses of connected persons (provide on separate sheets as necessary).

Connected person is defined in section 147(3) of the Licensing (Scotland) Act 2005 and in the Guidance issued by this Board.

Question 3: Previous convictions

Has the applicant or any connected person ever been convicted of a relevant or foreign offence?

YES / NO

If YES – provide full details below (provide on separate sheets as necessary).

For the purposes of this Act, a conviction for a relevant offence or foreign offence is to be disregarded if it is spent for the purposes of the Rehabilitation of Offenders Act 1974.

In addition to any convictions held by the applicant at the time of application, applicants should also familiarise themselves with the contents of section 24(1) of the Licensing (Scotland) Act 2005 in respect of any convictions for relevant or foreign convictions which they may receive during the period beginning with the making of the premises licence application and ending with determination of the application.

Name and position (if applicable)	Date of conviction or sentence	Court	Offence	Penalty

Question 4: Description of proposed transfer and any variation.		Fee £.
1.	Transfer on application of licence holder, which includes an application for variation of the premises licence. The applicant should complete a separate application form for variation and discuss the proposals with Licensing staff for assistance prior to submission	200
2.	Transfer on application of licence holder, which does not include an application for variation of the premises licence. The applicant should complete this form only and discuss the proposals with Licensing staff for assistance prior to submission	150

3.	Transfer on application of person other than licence holder, which includes an application for variation of the premises licence. The applicant should complete a separate application form for variation and discuss the proposals with Licensing staff for assistance prior to submission.	200
4.	Transfer on application of person other than licence holder, which does not include an application for variation of the premises licence. The applicant should complete this form only and discuss the proposals with Licensing staff for assistance prior to submission.	150

Question 5: Premises manager personal details.		
(Not required where application is for grant of provisional premises licence).		
5(a) Name:		
5(b) Date of birth:		
5(c) Contact address:		
5(d) Email address:		
5(e) Personal licence details:		
Date of issue:	Name of issuing licensing board:	Reference number of personal licence:

Declaration by Applicant / 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 (see note below*):
Date:
Capacity – Applicant / Agent:
Telephone number and email address of signatory:

Checklist

I have enclosed the relevant documents with this application (circle Yes or No as appropriate):

Application for variation of premises licence, if appropriate, together with any documentation required, including: <ul style="list-style-type: none">• Operating Plan.• Layout Plan.	Yes / No
<ul style="list-style-type: none">• Application fee.	Yes / No

Data Protection

*The information on this form may be held on an electronic public register which may be available to members of the public on request. For more information about how your data will be used, refer to the Board's Guidance published at http://www.orkney.gov.uk/Service-Directory/L/Alcohol_Licensing.htm. Paper copies are available on request.

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