

Application for Variation of Premises Licence / Provisional Premises Licence

Orkney Islands Area Licensing Board

Licensing (Scotland) Act 2005, sections 29 and 31

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 variation.		Fee £.
1.	Variation of any of the conditions to which the licence is subject. The applicant should submit the proposed amended conditions in writing (by email if preferred) and discuss the proposal with Licensing staff for assistance prior to submission.	100
2.	Variation of any of the information contained in the operating plan. The applicant should submit the proposed amended operating plan and discuss the proposal with Licensing staff for assistance prior to submission.	100

3.	Variation of the layout plan which results in inconsistency with the operating plan. The applicant should submit a copy of the amended layout plan for checking and discuss the proposal with Licensing staff for assistance prior to submission.	100
4.	Variation of the layout plan which does not result in inconsistency with the operating plan. The applicant should submit a copy of the amended layout plan for checking and discuss the proposal with Licensing staff for assistance prior to submission.	20
5.	Variation of any other information contained or referred to in the licence. The applicant should submit the information in writing (by email if preferred) and discuss the proposal with Licensing staff for assistance prior to submission.	100
6.	A temporary or permanent reduction in the licensed hours which does not result in the premises opening any earlier or closing any later than stated in the premises licence and operating plan. The applicant should submit the information in writing (by email if preferred) and discuss the proposal with Licensing staff for assistance prior to submission.	20
7.	Where children and young persons are allowed entry to the premises, any variation to the operating plan so as to: • Increase the minimum age at which children or young persons may be allowed onto the premises. • Reduce the times at which children or young persons are allowed onto the premises. • Restrict the access of children or young persons to certain parts of the premises. The applicant should submit the information in writing (by email if preferred) and discuss the proposal with Licensing staff for assistance prior to submission. An amended layout plan and/or operating plan may be required.	20
8.	Any reduction in the capacity of the premises whether resulting from a variation to the layout plan or otherwise. The applicant should submit the information in writing (by email if preferred) and discuss the proposal with Licensing staff for assistance prior to submission. An amended layout plan and/or operating plan may be required.	20
9.	Any variation resulting in the cessation of the provision of live or recorded music at a decibel level exceeding 85 decibels. The applicant should submit the information in writing (by email if preferred) and discuss the proposal with Licensing staff for assistance prior to submission. An amended operating plan may be required.	20
10.	Any variation to provide that, when the premises are fully occupied, more customers are likely to be seated than standing. The applicant should submit the information in writing (by email if preferred) and discuss the proposal with Licensing staff for assistance prior to submission. An amended layout plan and/or operating plan may be required.	20
11.	Variation of the information contained in the licence relating to the premises manager (including variation to substitute a premises manager). The applicant should complete Question 5 on this form.	20

12.	Application under section 31(1) of the Act i.e. the applicant requests that the variation to substitute another individual as the premises manager should have immediate effect and any other variation sought is a minor variation. The applicant should complete Question 5 on this form, comply with any other requirements indicated on this form in relation to any minor variation (those with fees of £20) and discuss the proposal with Licensing staff for assistance prior to submission.	31
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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 of signatory:
Email address of signatory:

Checklist

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

• Operating plan.	Yes	No
• Layout plan.	Yes	No
• 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 <https://www.orkney.gov.uk/our-services/law-and-licensing/licence-applications/beer-licensing/>

Paper copies are available on request.

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