

# **EAST DUNBARTONSHIRE LICENSING BOARD**

**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 ink.**

### **APPLICANT INFORMATION**

#### **Question 1**

*Name, address, postcode and premises licence number of premises.*

#### **Question 2**

*Please provide full name, address, postcode, phone number and e-mail address of applicant.*

## **MINOR VARIATIONS**

### **Question 3**

3(a) *Do you consider the proposed variation to be a minor variation? YES/NO\*  
(If YES, please answer the rest of question 3. If NO please go to question 4)*

3(b) *Do you propose a variation to the layout plan which is not inconsistent with the operating plan for the Premises? YES/NO\*  
(if YES, please give details of the proposed variation below)*

3(c) *Do you propose to restrict the terms on which children and young persons are admitted to the premises? YES/NO\**

*(if YES, please give details of the proposed variation below)*

3(d) 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? YES/NO\*

(if YES, please go to question 5 below)

3(e) Do you propose any other variation as prescribed for the purposes of Section 29(6)(d) of the 2005 Act YES/NO?\*

(if YES, please give details of the proposed variation below)

**OTHER VARIATIONS**

**Question 4**

4(a) Do you propose a variation of any of the conditions to which the licence is subject (other than those to which the licence is subject by virtue of Section 27(1))? YES/NO\*

(if YES, please give details of the proposed variation below)

4(b) *Do you propose to vary any of the information contained in the operating plan contained in the licence?* YES/NO\*

*(if YES, please give details of the proposed variation below)*

4(c) *Do you propose a variation of the layout plan contained in the licence?* YES/NO\*

*(if YES, please give details of the proposed variation below)*

4(d) *Do you propose to vary any other information contained or referred to in the licence, including an addition, deletion or other modification?* YES/NO\*

*(if YES, please give details of the proposed variation below)*

## VARIATION TO SUBSTITUTE NEW PREMISES MANAGER

### Question 5

Please provide details below of the name, address and personal licence number of the Existing Premises Manager.

### **Proposed Premises Manager**

5(a) Name and telephone number

5(b) Date and place of birth

5(c) Contact address, including postcode

5(d) Email address

5(e) *Personal licence*

Date of issue	Name of Licensing Board issuing	Reference no. of personal licence

5(f) *Is the variation to take effect during the application period? YES/NO\**

*If the answer to the above question is NO, please provide below the date from which the variation is to take effect.*

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**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.

Signature ..... \* (see note below)

Date .....

Capacity ..... APPLICANT/AGENT (delete as appropriate)

Telephone number and email address of signatory .....

<b><i>I have enclosed the relevant documents with this application – please tick the relevant boxes</i></b>	
<i>Premises Licence and Summary Premises Licence</i>	
<i>Operating Plan**</i>	
<i>Layout plans**</i>	
<i>Copy of Personal Licence for new DPM (if applicable)</i>	
<b><i>I have enclosed the fee of £20, £31 or £140.61</i></b> <b><i>Delete as appropriate</i></b>	

Where the proposed variation affects the current operating plan, please submit an operating plan to include the proposed variation(s).

Where the proposed variation affects the current layout plan, please submit 2 sets of plans showing the proposed new layout of the premises. Where the proposed variation affects the current operating plan, please submit an operating plan including the proposed variations.

<b>For use by the Licensing Board only</b>	
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<b>Layout plans</b>	



# OPERATING PLAN

Licensing (Scotland) Act 2005, section 20(2)(b)(i)

## Question 1

STATEMENT REGARDING ALCOHOL BEING SOLD ON PREMISES/OFF PREMISES OR BOTH

<i>I(a) Will alcohol be sold for consumption solely ON the premises?</i>	<i>YES/NO*</i>
<i>I(b) Will alcohol be sold for consumption solely OFF the premises?</i>	<i>YES/NO*</i>
<i>I(c) Will alcohol be sold for consumption both ON and OFF the premises?</i>	<i>YES/NO*</i>
<i>*Delete as appropriate</i>	

## Question 2

STATEMENT OF **CORE** TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION ON PREMISES

<i>Day</i>	<i>ON Consumption</i>	
	<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 3**

*STATEMENT OF CORE TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION OFF PREMISES*

<i>Day</i>	<i>OFF Consumption</i>	
	<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 4**

*SEASONAL VARIATIONS*

<i>Does the applicant intend to operate according to seasonal demand</i>	<i>YES/NO*</i>
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*\*If YES – provide details*

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**Question 5**

*PLEASE INDICATE THE OTHER ACTIVITIES OR SERVICES THAT WILL BE PROVIDED ON THE PREMISES IN ADDITION TO SUPPLY OF ALCOHOL*

<b>COL. 1</b> <i>5(a)</i> <b>Activity</b>	<b>COL. 2</b> <i>Please confirm</i> <b>YES/NO</b>	<b>COL. 3</b> <b>To be provided during core licensed hours – please confirm</b> <i>YES/NO</i>	<b>COL. 4</b> <b>Where activities are also to be provided outwith core licensed hours please confirm</b> <i>YES/NO</i>
<i>Accommodation</i>		N/A	N/A
<i>Conference facilities</i>			
<i>Restaurant facilities</i>			
<i>Bar meals</i>			
<b>5(b) Activity</b> <i>Social functions including:</i>	<i>Please confirm</i> <b>YES/NO</b>	<b>To be provided during core licensed hours – please confirm</b> <i>YES/NO</i>	<b>Where activities are also to be provided outwith core licensed hours please confirm</b> <i>YES/NO</i>
<i>Receptions including Weddings, funerals, birthdays, retirements etc.</i>			
<i>Club or other group meetings etc.</i>			
<b>5(c) Activity</b> <i>Entertainment including:</i>	<i>Please confirm</i> <b>YES/NO</b>	<b>To be provided during core licensed hours – please confirm</b> <i>YES/NO</i>	<b>Where activities are also to be provided outwith core licensed hours please confirm</b> <i>YES/NO</i>

<i>Recorded music – see 5(g)</i>			
<i>Live performances – see 5(g)</i>			
<i>Dance facilities</i>			
<i>Theatre</i>			
<i>Films</i>			
<i>Gaming</i>			
<i>Indoor/outdoor sports</i>			
<i>Televised sport</i>			
<b>5(d) Activity</b>	<b><i>Please confirm YES/NO</i></b>	<b><i>To be provided during core licensed hours – please confirm YES/NO</i></b>	<b><i>Where activities are also to be provided outwith core licensed hours please confirm YES/NO</i></b>
<i>Outdoor drinking facilities</i>			
<b>5(e) Activity</b>	<b><i>Please confirm YES/NO</i></b>	<b><i>To be provided during core licensed hours – please confirm YES/NO</i></b>	<b><i>Where activities are also to be provided outwith core licensed hours please confirm YES/NO</i></b>
<i>Adult entertainment</i>			

*Where you have answered YES in respect of any entry in column 4 above, please provide further details below.*

*5(f) any other activities*

*If you propose to provide any activities other than those listed in 5(a) – (e) please provide details or further information in the box below.*

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5(g) Late night premises opening after 1.00am

Where you have confirmed that you are providing live or recorded music, will the decibel level exceed 85dB?	YES/NO*
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When fully occupied, are there likely to be more customers standing than seated?	YES/NO*
*Delete as appropriate	

**Question 6 (On-sales only)**

*CHILDREN AND YOUNG PERSONS*

6(a)	When alcohol is being sold for consumption on the premises will children or young persons be allowed entry	YES/NO*
	*Delete as appropriate	

6(b) Where the answer to 6(a) is YES provide statement of the **TERMS** under which they will be allowed entry

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6(c) *Provide statement regarding the **AGES** of children or young persons to be allowed entry*

6(d) *Provide statement regarding the **TIMES** during which children and young persons will be allowed entry*

6(e) *Provide statement regarding the **PARTS** of the premises to which children and young persons will be allowed entry*

**Question 7**

*CAPACITY OF PREMISES*

*What is the proposed capacity of the premises to which this application relates?*

**Question 8**

*PREMISES MANAGER (NOTE: not required where application is for grant of provisional premises licence)*

*Personal details*

8(a) *Name*

8(b) *Date of birth*

8(c) *Contact address*

8(d) *Email address*

8(e) *Personal licence*

<i>Date of issue</i>	<i>Name of Licensing Board issuing</i>	<i>Reference no. of personal licence</i>

**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 operating plan are true to the best of my knowledge and belief.

Signature ..... \* (see note below)

Date .....

Capacity ..... APPLICANT/AGENT (delete as appropriate).

Telephone number and email address of signatory .....



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## Privacy Notice

The personal information you provide on this form will be used by East Dunbartonshire Council to process and determine applications for a variation of premises licence.

This personal information may also be shared with other departments within East Dunbartonshire Council, the Council committee's and/or boards, local councillors in the area of the application or other organisations for the same purpose and also to:

- check the information we hold is accurate;
- prevent and/or detect crime; and
- protect public funds.

Other organisations may include bodies responsible for auditing or administering public funds, public sector agencies, governmental departments, regulatory and law enforcement bodies including Police Scotland and the Scottish Fire and Rescue Service, private contractors used by the Council and bodies carrying out data matching exercises.

The legal basis for processing your personal information is:

- The Council's legal obligations under the following legislation:
  - the Licensing (Scotland) Act 2005 (licensing functions in relation to a variation of premises licence)
  - the Local Government (Scotland) Act 1973 (to ensure proper administration of the Council's financial affairs) (including the detection and/or prevention of fraud)
  - the Local Government (Scotland) Act 1973 (furnishing of information and documents to the Commission)
  - the Public Finance and Accountability (Scotland) Act 2000 (disclosure of data to Audit Scotland for data matching)
- The following task carried out in the public interest:
  - to appropriately and sufficiently licence the sale of alcohol
  - the prevention and detection of licensing fraud

East Dunbartonshire Council will be unable to process your application form if you fail to provide the information required and a variation of premises licence will not be granted. The information requested in this form is required under the Licensing (Scotland) Act 2005 (Section 20 and 45).

East Dunbartonshire Council uses the Scottish Council on Archives Records Retention Schedules to manage the amount of time the Council keeps information. Further information on these can be found here

<http://www.scottisharchives.org.uk/scarrs>

The information you have provided is classed under reference 04.005.065 and the retention period will be triggered from the date the licence is superseded, surrendered or revoked and the information will then be held for 5 years

### Right of Access

You have the right to access the personal information the Council holds about you. This right is called a Subject Access Request, often referred to as a SAR.

You can receive a copy of your personal data held by the Council, details on why it is being used, who it has been/ will be shared with, how long it will be held for, the source of the information and if the Council uses computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found here.

<https://www.eastdunbarton.gov.uk/council/data-protection/subject-access-request>

**Right to rectification**

You have the right to request the Council correct any information held about you that is inaccurate.

**Right to erasure**

You have the right to request that the Council delete the personal information about you. This right is known as the right to be forgotten.

**Right to restrict processing**

You have the right to request that the Council stops using your personal information, while retaining a copy of it.

**Right to Object**

You have the right to object to the Council's use of your personal information. The Council will have to demonstrate why it is appropriate to continue to use your personal data.

You have the right to complain to the Information Commissioner's Office should you be unhappy with the way the Council has processed your personal data. Details on how to report a concern can be found here <https://ico.org.uk/concerns/>  
Should you have any questions or concerns about the Council's handling of your personal data you can contact the Council's Data Protection Officer, Karen Donnelly, using the below noted details, who will be happy to discuss.

Telephone Number: 03001234510

Email: [dpo@eastdunbarton.gov.uk](mailto:dpo@eastdunbarton.gov.uk)

Address: 12 Strathkelvin Place, Kirkintilloch, G66 1TJ