

# SHETLAND ISLANDS AREA LICENSING BOARD

## LICENSING (SCOTLAND) ACT 2005, SECTION 29

### APPLICATION FOR VARIATION OTHER THAN MINOR VARIATION

**This application should only be completed by the Licence Holder of the appropriate Premises Licence or their Agent.**

#### SECTION 1: TYPE OF VARIATION

This application for Variation other than a Minor Variation of Premises Licence is made under Section 29(5) of the Licensing (Scotland) Act 2005 in order to vary –

*(Tick all relevant boxes)*

- Any of the Conditions to which the Premises Licence is subject
- Any of the information contained within the Operating Plan
- The Layout Plan
- Any other information contained or referred to in the licence (including any addition, deletion or other modification).

*(Provide Details)*

.....

#### SECTION 2: PREMISES LICENCE DETAILS

##### *2(a) Licence Number of Premises*

--

##### *2(b) Name and Address of Premises*

--

<b>Post Code</b>		<b>Phone No.</b>	
------------------	--	------------------	--

##### *2(c) Full Name and Address of Current Licence Holder*

--

<b>Post Code</b>		<b>Phone No.</b>	
------------------	--	------------------	--

**SECTION 3: NATURE OF VARIATION**

Complete the relevant section(s) regarding the variations sought:-

**3(a) Variation to the Conditions to which the Premises Licence is subject**

Provide details of the Condition(s) to be varied and the variation being sought

**3(b) Variation to the information contained within the Operating Plan of the Premises Licence**

Provide a copy of the proposed Operating Plan and highlight below the proposed changes. (See Note 1)

**3(c) Variation to the Layout Plan of the Premises Licence**

7 Copies of the proposed Layout Plan **must** accompany this application. (See Note 2)

In addition please provide details below of the proposed change to the layout of the Premises.

**3(d) Variation to any other information contained or referred to in the licence**

Provide details below of any other variation sought to the Premises Licence  
(e.g. Alteration to the description of the premises contained within the Premises Licence)

**SECTION 4: LICENCE TO BE AMENDED**

(See note 3 below)

Does the appropriate Premises Licence accompany this application?

- YES**       **NO**

If the answer is **NO**, please provide an explanation.

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) .....

**SECTION 5: FEE PAYABLE**

A fee payable in respect of the application – please contact us for the current fee.

If the application is submitted alongside an application for Transfer of Premises Licence (see note 4 below) then there is a combined fee for both applications – please contact us for the current fee.

If submitted with an application for transfer, please specify the order in which the applications are to be considered –

- Application for Transfer of Premises Licence followed by Application for Variation
- Application for Variation followed by Application for Transfer of Premises Licence

**DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT**

*If signing on behalf of the applicant please state in what capacity.*

I confirm that (a) the contents of this Application are true to the best of my knowledge and belief; and (b) the appropriate fee of £      is enclosed.

**Signature** ..... (See note 5 below)

**Date** .....

Capacity: APPLICANT / AGENT (delete as appropriate)

**If agent, please provide name, address,  
phone number and (if applicable) e-mail address** .....  
.....  
.....  
.....  
.....

**Note 1:**

Please note that the proposed Operating Plan **must** contain any aspects of the current Operating Plan that are to be preserved should the variation be granted. (e.g. If the current Operating Plan allows a premises to have ‘live performances’ but this is not requested on the proposed Operating Plan then the Licensing Board would view such an omission as a request to have ‘live performances’ deleted from the Operating Plan of the Premises.)

**Note 2:**

Please refer to Paragraph 5 of the Premises Licence (Scotland) Regulations 2007 regarding the format of Layout Plans.

**Note 3:**

The appropriate premises licence (including summary licence, operating plan and layout plan) must be returned to the Licensing Authority in order that the licence documents can be updated to reflect the details of the variation. If you are in possession of the appropriate Premises Licence but unable to provide said licence with this application, you must ensure the licence is forwarded to the Licensing Authority within 14 days in order to complete the process of variation.

Please note also that once the variation is completed, any certified copies of the appropriate Premises Licence must also be updated to reflect the details of the variation.

**Note 4:**

This refers to an application to Transfer the Premises Licence made under either Section 33(1) or Section 34(1) of the Licensing (Scotland) Act 2005.

**Note 5:**

**Data Protection Act 1998**

The information on this form will be used to update the Premises Licence of the appropriate premises. Accordingly, the information contained on this form may be held on an electronic public register which may be available to members of the public on request.

**Contact Us:**

Shetland Islands Area Licensing Board  
8 North Ness Business Park  
Lerwick  
Shetland  
ZE1 0LZ

Phone No: 01595 744550

E-Mail: [licensing@shetland.gov.uk](mailto:licensing@shetland.gov.uk)

<b>FOR OFFICE USE ONLY</b>		
<b>Received &amp; Receipt No.</b>	<b>System Updated</b>	<b>Licence Issued</b>