

**APPLICATION FOR MINOR VARIATION
OF PREMISES LICENCE**

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

Acceptance of this application does not prejudice the rights of the Licensing Board to determine that the variation is not a minor variation and to seek the balance of the appropriate fee.

SECTION 1: TYPE OF VARIATION

1(a) Proposed Minor Variation

This application for Minor Variation of Premises Licence is made under Section 29(6) of the Licensing (Scotland) Act 2005 in order to vary-
(Tick all relevant boxes)

- The Layout Plan which does not result in any inconsistency with the Operating Plan (except the possible reduction in the capacity of the premises). (**See Note 1**)
- The Operating Plan to
 - (i) restrict the terms; and/or
 - (ii) increase the minimum age; and/or
 - (iii) reduce the times; and/or
 - (iv) restrict the access;of which children and young persons are allowed entry to the premises
- The name of the premises as disclosed in the Premises Licence
- The licensed hours in respect of a temporary or permanent reduction in the 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 Operating Plan resulting in the cessation of the provision of live or recorded music at a decibel level exceeding 85 decibels
- The Operating Plan to provide that, when the premises are fully occupied, more customers are likely to be seated than standing
- The Operating Plan to reduce the capacity of the premises without altering the layout of the premises
- The information contained in the licence relating to the Premises Manager (including the substitution of a new Premises Manager)

SECTION 2: PREMISES LICENCE DETAILS

2(a) Licence Number of Premises

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2(b) Name and Address of Premises

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Post Code		Phone No.	
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2(c) Full Name and Address of Current Licence Holder

Post Code		Phone No.	

SECTION 3: NATURE OF VARIATION

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

3(a) Variation to the Layout Plan which does not result in any inconsistency with the Operating Plan

Please provide details of the proposed change to the layout of the Premises including, if necessary, details of any reduction to the capacity figures.

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

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3(b) Variation to the Operating Plan to restrict the access of children and young persons to the premises

Provide details of the proposed restrictions to the current Operating Plan.

Terms *under which Children and Young Persons will be allowed entry*

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Ages *of Children and Young Persons to be allowed entry*

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Times *during which Children and Young Persons will be allowed entry*

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Parts of the premises which Children and Young Persons will be allowed entry

3(c) Variation to the name of the premises as disclosed in the Premises Licence

Please provide the new name for the premises.

3(d) Variation to reduce the licensed hours of the Premises Licence

Provide details of the licensed hours you wish to reduce.

This reduction in hours is:

- Permanent
- Temporary; From: _____ Until: _____

3(e) Variation to reduce the capacity of the premises without altering the layout of the premises

Please provide details of the proposed change to the capacity of the premises. **(See Note 3)**

3(f) Variation to the information contained in the licence relating to the Premises Manager (including the substitution of a new Premises Manager)

(i) If variation is only to amend details of Current Premises Manager then complete this part.

(ii) If variation is to intimate the substitution of a new Premises Manager then complete this part.

Full Name and Address of Proposed Premises Manager

Post Code		Phone No.	

Date of Birth of Proposed Premises Manager

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Email Address of Proposed Premises Manager

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Details of Personal Licence held by Proposed Premises Manager

Date of Issue	Name of Licensing Board issuing (See Note Underneath)	Licence No. of Personal Licence

If the proposed designated Premises Manager holds a Personal Licence which has not been issued by the City of Glasgow Licensing Board then a copy of the full Personal Licence must accompany this application.

Please note that the holder of a Personal Licence may only be named as the Premises Manager of one premises in Scotland at any time subject to Article 4 of the Licensing (Vessels etc.) (Scotland) Regulations 2007.

SECTION 4: LICENCE TO BE AMENDED

(See Note 4)

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

The fee payable in respect of the application for variation is-

- **£31** for the substitution of a new Premises Manager (this can also include any additional minor variations sought under part **1(a)**)
- **£20** for any minor variation under part **1(a)** which does not include the substitution of a new Premises Manager

SECTION 6: SUPPORTING DOCUMENTS

- 4 sets of amended layout plans Yes No N/A
- Copy of proposed Designated Premises Manager Personal Licence Yes No N/A
- Other (provide details) Yes No N/A

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)

Print Name

Date

Capacity: APPLICANT / AGENT (delete as appropriate)

If agent, please provide name, address, phone number and (if applicable) email address

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Note 1:

Section 29(6)(a) of the Licensing (Scotland) Act 2005 intimates that a variation to the Layout Plan of a Premises qualifies as a minor variation **only** 'if the variation does not result in any inconsistency with the operating plan'. Regulation 2(d) of the Licensing (Minor Variations) (Scotland) Regulations 2011 states that 'any reduction in the capacity of the premises whether resulting from a variation to the layout plan or otherwise' is to be considered a minor variation.

Since the Operating Plan contained within the Premises Licence reflects the relevant 'on sales' and/or 'off sales' capacity figures, a variation to the layout of the premises will only be considered 'minor' if the changes reduce the capacity figures or keep the figures the same.

Note 2:

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

Note 3:

Only complete this section if you are reducing the capacity of the premises in a way that does not cause an inconsistency with the layout of the premises as provided in the approved Layout Plan that accompanies the Premises Licence.

Note 4:

The appropriate premises licence (including summary licence, operating plan and layout plan) must be returned to the Licensing Board 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 Board within 14 days in order to complete the process of variation. Please note that your application will not be granted until the Premises Licence has been submitted to the Licensing Board.

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 5:

An application can only be made by the holder of the relevant Premises Licence issued under the 2005 Act or an agent authorised to act on their behalf.

Note 6:

Data Protection

Your information will be processed by the City of Glasgow Licensing Board (which is the "data controller" for purposes of data protection law). A Privacy Statement explaining how we process your personal data is attached to this application. 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:

City of Glasgow Licensing Board
City Chambers
George Square , Glasgow, G2 1DU

Phone: 0141 287 5354
Email: LicensingBoard@glasgow.gov.uk

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

PRIVACY STATEMENT:

LICENSING SCHEMES ADMINISTERED BY THE CITY OF GLASGOW LICENSING BOARD

Who we are

The City of Glasgow Licensing Board is a public body established under the Licensing (Scotland) Act 2005. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: dataprotection@glasgow.gov.uk, and by telephone on 0141 287 1055.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to carry out our statutory functions in relation to licensed activities regulated by the City of Glasgow Licensing Board. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

Legal basis for using your information

We provide these services to you as part of our statutory function as a public body. You can find more details of our role on our website at www.glasgow.gov.uk/privacy and www.glasgow.gov.uk/licensingboard. Processing your personal information is necessary for the performance of a task carried out in the public interest. If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

We may also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law. In addition, we may also process data about any criminal convictions you may have. This is because we are required to ascertain the suitability of individuals to hold licenses and, to do this, we may need to process information on an individual's criminal convictions.

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services.

This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

We are required by law to enter personal information about applicants and other relevant persons on a public register of applications for licences. This register can be accessed by any member of the public. We may publish this register or extracts of the register online. We may also provide the register to other public bodies to support a national register of licences.

In processing your application for a licence we may need to refer you to a meeting of the Licensing Board. We may also need to refer you to the Board if you are granted a licence and we receive a complaint about you. Your personal information will be included in the agenda, reports and minutes for the Board. Some of this information will be published on our website. You can find out more on our website at www.glasgow.gov.uk/privacy

Licensing Board meetings are held in public. At a meeting your personal information may be disclosed to those in attendance. This may happen even if you do not attend a meeting that you are invited to. We will also share your personal data with other public bodies and statutory consultees as required by law.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can

view this on our website at www.glasgow.gov.uk/rrds or you can request a hard copy from the contact address stated above.

Your rights under data protection law

- Access to your information - you have the right to request a copy of the personal information that we hold about you.
- Correcting your information- we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- Deletion of your information-you have the right to ask us to delete personal information about you where:
 1. you think that we no longer need to hold the information for the purposes for which it was originally obtained
 2. you have a genuine objection to our use of your personal information - see *Objecting to how we may use your information* below
 3. our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information

You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so. Please contact us as stated above if you wish to exercise any of these rights.

Information you have given us about other people

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to process the application for the relevant licence applied for. If they want any more information on how we will use their information they can visit our web site at www.glasgow.gov.uk/privacy or email dataprotection@glasgow.gov.uk.

Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@glasgow.gov.uk or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>.

More information

For more details on how we process your personal information visit www.glasgow.gov.uk/privacy. If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.