

**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**

<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 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

7 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*

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

*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	Licence No. of Personal Licence

**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 3)

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

**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 4)

**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.

If an application to vary the Layout Plan is submitted to the Licensing Board as a minor variation then Licensing Staff may seek clarification from Building Control Officers that the application is a minor variation before the application is accepted. Only once the Board are satisfied that the application is for a minor variation will said application be lodged.

**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 do 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 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 forward 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 5:**

**Data Protection**

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:**

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