

## APPLICATION TO VARY THE TERMS OF A LICENCE

This application form must be fully completed and submitted electronically, together with all required supporting documentation and the appropriate fee, using the relevant [online submission form](#). Further information is also available on our website at [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk)

**ALL QUESTIONS MUST BE ANSWERED IN TYPESCRIPT OR BLOCK CAPITALS**

DETAILS OF THE LICENCE TO BE VARIED	
Type of licence	
Premises address <i>(see note 2)</i>	
Licence number	Expiry date
Opening hours	
<b>Details of Variation requested</b> <i>(see note 3) – please provide details below</i>	
<b>APPLICANT DETAILS</b> - <i>To be completed by if the licence is currently held by an individual</i>	
First Name/s	
Surname	
Date of Birth	Place of Birth
Home address	
Postcode	
Contact number	
Contact email address	

<b>To be completed by if the licence is currently held by a Company or Partnership</b>	
Company or Partnership name	
Registered address	
Postcode	
Contact number	
Contact email address	
<b>DAY TO DAY MANAGER</b> – <i>please provide details of anyone appointed to manage the business on a day to day basis (note this person is also be named on the licence document)</i>	
First Name/s	
Designation	
Home address	
Postcode	
Contact phone number	
Contact email address	

\*I/We hereby make application to vary a licence in the above terms and certify that the information given is true and correct.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

### **NOTES FOR GUIDANCE**

1. Enter the type of licence which it is hoped to vary, e.g., second-hand dealer, metal dealer, boat hire, street trader, market operator, public entertainment, late-hour catering, window cleaner, house in multiple occupation
- 2.. If applicable enter here the address of the premises which are licensed. Certain categories of licence, e.g., street traders or window cleaners relate to individuals and do not affect premises
3. Enter here as much detail as possible concerning the variation requested. If the variation requested is to allow an exhibition or performance of hypnotism on licensed premises a complete description of the exhibition or performance must be submitted on a separate request for permission to conduct an exhibition, etc. of hypnotism. The application form can be downloaded at [www.edinburgh.gov.uk/licensing](http://www.edinburgh.gov.uk/licensing). The form should be submitted, signed by the hypnotist, together with this application form and copies of any posters, advertisements or programmes relating to the proposed exhibition or performance. Please note that only one administration fee will be payable.
4. The application should be lodged at least 28 days before the date from which the variation is to operate.