

APPLICATION TO VARY THE TERMS OF A LICENCE

Notes

Part 1 - you should indicate the type of licence you hope to vary

Part 2 - where applicable, provide the address of the premises currently licenced - note. certain categories of licence e.g. Street Traders or Window Cleaners relate to individuals and not premises

Part 3 - you should indicate the type of variation requested or provide as much information as possible concerning the proposed variation if the option you are looking for is not available.
Please note that an application for variation of a Licence cannot be used to substitute a new Licence Holder.

For changes to the current operating hours for the premises or a change to the day to day manager, you will be required to display a Site Notice at or near the premises intimating that an application has been lodged. A site notice is attached to this application form for your convenience

We only accept electronic application forms and payments. You should upload your fully completed application form together with any required supporting documentation and make payment, by debit or credit card only, using the link below

[Civic & miscellaneous licences online submission form](#)

Further information is also available on our website at www.edinburgh.gov.uk

ALL QUESTIONS MUST BE ANSWERED IN TYPESCRIPT OR BLOCK CAPITALS

PART 1 – TYPE OF LICENCE - Please indicate the type of licence you are applying to change			
Boat Hire	<input type="checkbox"/>	Public Entertainment	<input type="checkbox"/>
Indoor Sport	<input type="checkbox"/>	Second Hand Dealer	<input type="checkbox"/>
Knife Dealer	<input type="checkbox"/>	Short Term Let	<input type="checkbox"/>
Late Hours Catering	<input type="checkbox"/>	Skin Piercing /Tattooing	<input type="checkbox"/>
Market Operator	<input type="checkbox"/>	Street Trader	<input type="checkbox"/>
Metal Dealer	<input type="checkbox"/>	Other <input type="checkbox"/> - *please specify below	

PART 2 - CURRENT LICENCE DETAILS

Licence no	Expiry date
Premises address <i>(where applicable)</i>	

LICENCE HOLDER DETAILSWho is the current licence holder- ***please tick ✓:***

- Individual *You must provide all the information requested in **Part 2A***
- Company* **You must provide all information requested in **Part 2B***
- Partnership*

2A – INDIVIDUAL LICENCE HOLDER DETAILS

First name/s	
Surname	
Home address	
Postcode	
Contact phone no	
Contact email address	

2B – COMPANY/PARTNERSHIP LICENCE HOLDER DETAILS

Company Number	
Company/Partnership name	
Registered/Company Address	
Postcode	
Contact phone no	
Contact email address	

PART 3 - DETAILS OF VARIATION REQUESTED – please specify the proposed changes -

please tick relevant boxes ✓:

- Change of operating hours You must provide all the information requested in **Part 3A**
 Change day to day manager You must provide all the information requested in **Part 3B**
 Variation of licence conditions* *Please provide details of condition(s) to be varied below

Other change Please provide details below

3A – CHANGE OF OPERATING HOURS – see guidance note for Part 3

Current:	from	until	Proposed:	from	until
Monday			Monday		
Tuesday			Tuesday		
Wednesday			Wednesday		
Thursday			Thursday		
Friday			Friday		
Saturday			Saturday		
Sunday			Sunday		

3B – REPLACEMENT DAY TO DAY MANAGER DETAILS - see guidance note for Part 3

Confirm the position of the Existing Day to Day Manager - **please tick one box only** ✓:

The individual currently named on the licence is no longer acting as the Day to Day Manager *

*Please provide the date of this change (dd/mm/yyyy):

The individual currently named on the licence will stop acting as the Day to Day on successful determination of this application

Compete all sections below for the New Day to Day Manager - note this person is also be named on the licence document

First name/s		
Surname		
Maiden/Previous name		
Date of Birth	Place of Birth	
Home address		
Postcode		
Contact phone no		
Contact email address		

PART 4 – DETAILS OF CONVICTIONS

Subject to the Rehabilitation of Offenders Act 1974 if the applicant, the day-to-day manager, or any director or partner named in this application has been convicted of any crime or offence in any court in the United Kingdom, please provide details below.

NOTE - If you have no convictions, you must write "NONE"

Date*	Court*	Offence*	Sentence*

*** Continue on a separate sheet if necessary**

PART 5 – DECLARATION: - *please sign and date*

I/We hereby make application for a variation of Licence in the above terms and certify that the information given is true and correct.

I/We further certify that I/We will comply with paragraph 2(2) of schedule 1 of the Civic Government (Scotland) Act 1982, OR I/We certify that it is not possible to comply with paragraph 2(2) of Schedule 1 of the said last mentioned Act because I/we have no rights of access to the property but that I/we have taken reasonable steps to acquire rights of access and have been unable to do so.

I understand that the Council is required to enter the data on to its electronic Register of Applications which may be inspected by members of the public

Information supplied on this form will be held on computer and applicants are advised that in the processing of this application, background enquiries will be made which may include reference to personal data held on computer

Any applicant who in making application makes any statement which the applicant knows to be false or recklessly makes any statement which is false in material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £2,500

I confirm the above declaration is true

Signature of Applicant or Solicitor/Agent (select as appropriate)

Date:

Address of Solicitor/Agent
(if signed by Solicitor/Agent)

PART 6 – CORRESPONDENCE DETAILS – *provide details of where all correspondence relating to this application should be sent*

Correspondence full name	
Address	
Postcode	
contact phone no	
email address	

SITE NOTICE

NOTICE IS HEREBY GIVEN THAT

Applicant		
Applicant address		
Postcode		

Has applied to the City of Edinburgh Council for the Variation of the following licence:

Type of licence		
Name & Address of premises		
Variation requested	change of manager <input type="checkbox"/>	change of operating hours <input type="checkbox"/>
Day to day manager name & address		
The proposed hours of operation are (24 hr format)	Day	Hours

OBJECTIONS OR REPRESENTATIONS

Any objection or representation must be in writing and must specify the grounds of the objection or the nature of the representation, the name and address of the person making it, signed by that person or on their behalf and must be made within 28 days of public notice of the application being given.

Copies of any objections or representations will be given to the applicant. If an objection or representation is made to the Council after this date but before a final decision is taken on the application, reasons for the objection or representation being late must be given. The Council may consider the late representation if it is satisfied that it was reasonable for the representation to have been made after the deadline

Any objection or representation relating to the application should be sent to: The Licensing Section at licensing@edinburgh.gov.uk

Date application lodged/ public notice given			
Last date for submitting objections or representations			
Applicant's Signature		Date	

- The site notice must be displayed at or near the premises in a position clearly visible to the public.
- The site notice must be displayed for a period of 21 days from the date the application was lodged with the City of Edinburgh Council.
- After 21 days from the date the application was lodged section B below must be completed and the Site Notice returned to the Licensing Section at licensing@edinburgh.gov.uk

B - CONFIRMATION OF DISPLAY OF NOTICE			
I (Full name of applicant)			
Confirm the site notice has been displayed as prescribed above for a period of not less than 21 days.			
Applicant's Signature		Date	/ /