

**APPLICATION TO VARY THE
TERMS OF A LICENCE**

This application should be lodged with Council Solicitor
(Licensing Section), 249 High Street, Edinburgh, together with
an administration fee of £_____.

OFFICIAL USE ONLY	
Received	
Fee	
Granted / Refused	

Complete in Typescript or Block Capitals
*Delete as appropriate

1. To be completed by licence holder if a natural person	
(a) Full Name	
(b) Occupation	
Home or Office address*	
(c) And home and daytime phone number	
(d) Age, Date and Place of Birth	
2. To be completed by licence holder if a natural person (e.g. Company or Partnership)	
(a) Full Name	
(b) Address of Registered / Principal Office	
(c) Full Name / Private addresses and dates of birth of directors, partners or other persons responsible for management.	
(d) Full name, address and date of birth of employee or agent engaged in day to day management.	
(e) Manager / Supervisor's telephone number	
3. Premises licensed (See note 1) Address	
4. Type of licence (See note 2)	
5. Details of Variation request (See note 3)	

6. Details of Licence	
(a) <u>Date of Grant</u>	
(b) <u>Period of Licence</u>	From / / to / /
(c) <u>Opening Hours in terms of Licence</u>	
(d) <u>Any other relevant information</u>	

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

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

Signature of Applicant _____ Date _____

NOTES FOR GUIDANCE

1. 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.
2. 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.
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 and is also available from the Licensing Section at 249 High Street Edinburgh. 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. Normally applications can be dealt with within the period of 28 days but the attention of applicants is drawn to the fact that with more complex variations the processing time will be extended.