

Status: This is the original version (as it was originally made).

SCHEDULE 2

Regulation 7(6)(b)

LICENSING (SCOTLAND) ACT 2005 – SECTION 29
NOTICE OF APPLICATION FOR VARIATION OF PREMISES LICENCE

Form containing sections for: 1. Applicant/Agent name & address, 2. Name & address of premises, a table for Existing Licensed Hours vs Proposed Licensing Hours (Monday-Sunday), 3. Brief overview of proposed change(s) to premises licence, and instructions on how to lodge objections or representations.

SCHEDULE 3

Regulation 7(8)

LICENSING (SCOTLAND) ACT 2005
CONFIRMATION OF SITE NOTICE

Full name of Applicant/Agent & address (include postcode)	
Name & Address of premises (include postcode)	

A notice regarding an application for a premises licence or for variation of such a licence is required to be displayed for a period of not less than 21 days. If the Licensing Board is not satisfied that this has taken place, it may order the display of the notice for a further 21 days.

Should the notice without any fault or intention of the applicant be removed, obscured or defaced before the end of the 21 days for which it must be displayed, the applicant must take reasonable steps for its protection and if need be its replacement. If this has happened, the applicant must note it and set out what he or she has done to correct the situation (in the box below).

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CONFIRMATION OF DISPLAY OF NOTICE

I (Full name of applicant)	
confirm that a notice regarding an application for a premises licence/variation of such a licence has been displayed as prescribed for a period of not less than 21 days.	
The dates of display being	
Applicant's Signature	
Date	

SCHEDULE 4

Regulation 15(3)

FORM OF STATEMENT OF REASONS
LICENSING (SCOTLAND) ACT 2005 - STATEMENT OF REASONS

1. Name and address of Licensing Board	
2. Date of Licensing Board meeting 3. Name and address of applicant/agent * (*delete as appropriate)	
4. Name and address of premises (if applicable)	5. Materials before the Board and parties present
6. Type of application	
7. Names and addresses of all parties present	
8. Preliminary issues (for example, pleas to the competency or relevancy of objections)	
9. Summary of submissions made	
10. Decision(s) taken 10a. Reasons for decision	

11. Legal powers used to come to decision
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12. Date statement of reasons issued

Name Clerk/Representative of clerk* *(Delete as appropriate)	Date
Print Name	