

**CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**APPLICATION FOR A MATERIAL CHANGE OF CIRCUMSTANCE – CHANGE OF MANAGER LATE HOURS CATERING LICENCE**

For Office Use Only	
Enclosures	
IDOX No	
Paid	
Granted Refused	

Please read the notes for guidance when completing this form; type or write legibly in block capitals in black ink and ensure that your answers are inside the boxes; use additional sheets, if necessary; keep a copy of the completed form for your records if you wish; submit this form at least three months prior to the expected commencement date of the activity in order to avoid disappointment.

PERSONAL DETAILS									
PLEASE COMPLETE Questions 1 - 3 if you wish a licence to trade as an Individual									
		FORENAME(S)			SURNAME				
1	Full Name								
2	Any previous surnames (if applicable)								
3 (a)	Home Address								
(b)	Postcode								
(c)	Telephone Number								
(d)	Mobile Number								
(e)	Email Address								
(f)	National Insurance Number								
(g)	Age, Date & Place of Birth	Age		Date of Birth			Place of Birth		
(h)	Give name of person, company or firm, employing you to trade or state if self-employed.								

**BUSINESS DETAILS****PLEASE COMPLETE Questions 4 and 5 if you wish a licence to trade as a Company or Partnership**

<b>4 (a)</b>	Full Name of Company or Partnership.							
<b>(b)</b>	Address of Principal Registered Office							
<b>(c)</b>	Names and Private addresses of directors, partners or other persons responsible for its management							
<b>(d)</b>	National Insurance Number							
<b>(e)</b>	And dates and place of birth of 4(c) above	<b>Date of Birth</b>			<b>Place of Birth</b>			
<b>Please continue on a separate sheet if necessary</b>								

<b>5</b>	<b>Employee or agent to carry on day-to-day management of the trade.</b>							
<b>(a)</b>	Full Name							
<b>(b)</b>	Home Address							
<b>(c)</b>	Postcode							
<b>(d)</b>	Telephone Number							
<b>(e)</b>	Mobile Number							
<b>(f)</b>	Email Address							
<b>(g)</b>	National Insurance Number							
<b>(h)</b>	Age, Date & Place of Birth	<b>Age</b>	<b>Date of Birth</b>		<b>Place of Birth</b>			

**DECLARATION AND NOTES**

Any person who in connection with the making of this application makes any statement which he/she knows to be false may be liable to prosecution.

Information supplied on this form may be held on computer both within Midlothian Council and other bodies (e.g. Police Scotland) and applicants are advised that in processing this application background enquiries will be made which may include reference to personal data held on computer.

It should be understood that any Licence does not carry with it the necessary consent or approval to any proposed development which may be required under Planning or Building Control legislation or under any other Statutory enactments.

I certify that I am aware of my responsibilities in relation to the Fire (Scotland) Act 2005.

I have read the important notes above and declare that the particulars given by me on this form are correct and complete to the best of my knowledge and belief.

Please tick

I enclose:-

(a) Fee

**Date** ..... **Signature of Applicant or Agent** .....

**Agents Address** .....

.....

The completed application form is to be lodged with Midlothian Council, Midlothian House, 40-46 Buccleuch Street, Dalkeith, EH22 1DN along with the appropriate Fee.

The fees below are valid from 1 April 2024.

Application Fee                      £77.00

***Payable by cheque (payable to Midlothian Council) or credit/debit card (or by phone to 0131 270 7500) to Licensing.***

**6**

**Before completing this section please read the following guidance.**

This should be completed by all persons named in Questions 1, 4 and 5.

All convictions and Alternatives to Prosecutions (ATPs), except those which are spent in terms of the Rehabilitation of Offenders Act 1974, must be listed.

All Fixed Penalty offences either currently or previously shown on your driving licence, together with any you have accepted but which do not yet appear on your licence, must also be listed.

**If you/or any of those named have none of these please complete the following declaration.**

*I/we have no relevant convictions, ATPs or Fixed Penalty Offences.*

..... (signature)

**Otherwise, please state below particulars of any conviction against you. (Continue on a separate sheet if necessary).**

Name	Date	Court	Offence	Sentence

**\*IMPORTANT NOTE: Whilst the Council's practice has previously been to send out a reminder whenever possible in advance of the expiry of a licence, this practice has been discontinued and must no longer be relied upon. It is ultimately the responsibility of the licence holder to apply in good time (six weeks recommended) before the expiry date should he/she wish to renew the licence. It is strongly recommended therefore that the licence holder make a diary note as a reminder to do this.**

## COMMUNICATING CLEARLY

We are happy to translate on request and provide information and publications in other formats, including Braille, tape or large print.

如有需要我們樂意提供翻譯本，和其他版本的資訊與刊物，包括盲人點字、錄音帶或大字體。

Zapewnimy tłumaczenie na żądanie oraz dostarczymy informacje i publikacje w innych formatach, w tym Braillem, na kasecie magnetofonowej lub dużym drukiem.

ਅਸੀਂ ਮੰਗ ਕਰਨ ਤੇ ਖੁਸ਼ੀ ਨਾਲ ਅਨੁਵਾਦ ਅਤੇ ਜਾਣਕਾਰੀ ਤੇ ਹੋਰ ਰੂਪ ਵਿੱਚ ਪ੍ਰਕਾਸ਼ਨ ਪ੍ਰਦਾਨ ਕਰਾਂਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਬਰੇਲ, ਟੇਪ ਜਾਂ ਵੱਡੀ ਛਪਾਈ ਸ਼ਾਮਲ ਹਨ।

Körler için kabartma yazılar, kaset ve büyük nüshalar da dahil olmak üzere, istenilen bilgileri sağlamak ve tercüme etmekten memnuniyet duyarız.

اگر آپ چاہیں تو ہم خوشی سے آپ کو ترجمہ فراہم کر سکتے ہیں اور معلومات اور دستاویزات دیگر شکلوں میں مثلاً بریل  
(تایپا افراد کے لیے) بھرے ہوئے حروف کی لکھائی) میں، ٹیپ پر یا بڑے حروف کی لکھائی میں فراہم کر سکتے ہیں۔

Contact 0131 270 7500 or email: [enquiries@midlothian.gov.uk](mailto:enquiries@midlothian.gov.uk)

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