

**Application for Variation of a Licence (non taxi or private hire)
issued under the Civic Government (Scotland) Act 1982**

1.

Full Name			
Address			
Postcode			
Email Address			
Home Phone number		Mobile phone number	
Date of birth		Place of birth	

2. Licence number of the existing licence you wish to vary

3. Date licence granted or last renewed.

4. Please state the condition of licence you wish varied and/or the terms of the variation required.

5. Please provide any further information as to why the requested variation should be granted.

6. Please list any documents submitted with the application

I hereby apply to have my _____ licence
varied as above in terms of the Civic Government (Scotland) Act 1982.
[insert type of licence held here]

Data Protection

We need your details to provide you with the licence you have applied for. They will be used for the purposes of the Council's public functions. This includes consulting on and determining your application for the above licence. We may check your details with other information held and may share these with other Council services, the police and fire authorities, HM Revenue and Customs, UK Borders Agency, the statutory consultees and other public bodies for the above purposes and in order to check the accuracy of the information, to prevent or detect fraud or crime or to protect public funds.

Any person who, in connection with the making of this application, makes any statement, which knows to be false or recklessly makes any statement which is false in a material particular, shall be guilty of an offence and liable on summary conviction, to a fine not exceeding level 4 on the standard scale.

The information you provide on your application form will also be publicly available on a statutory Public Register that has to be kept by the Council and made available for any member of the public to view. This may include your name and address, as well as other details relating to your licence. You should also be aware that this information may be more widely published on the internet in relation to licensing committee meetings within minutes and agendas relating to your licence application, changes to your licence and hearings in relation to your licence. More information on how the Council handles your personal information can be obtained from <http://www.renfrewshire.gov.uk/article/2201/Privacy-policy>.

I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.

Signature		Date	
Print Name			

For CSC official use only:

The details on this application form have been checked against the original documentation required and verified as correct on the date this application was accepted at the Customer Service Centre.

Signed _____

CSC Advisor

Date

Complete applications should be lodged at:

Renfrewshire Council
Customer Service Centre
Renfrewshire House
Cotton Street
Paisley PA1 1AN

Phone: 0300 300 0300