

WEST LOTHIAN LICENSING BOARD

**GUIDANCE NOTES FOR APPLICATIONS UNDER THE
1976 ACT.**

**REGULAR EXTENSION OF PERMITTED HOURS
STRUCTURAL ALTERATIONS
PERMANENT TRANSFER OF LICENCE
AND CHILDREN'S CERTIFICATES**

1. Applications for Regular Extension of Permitted Hours –
 - (a) Application forms will be available on the Council's website www.westlothian.gov.uk or may be posted to the applicant on request.
 - (b) Completed application forms should be returned by post to West Lothian Licensing Board, West Lothian House, Almondvale Boulevard, Livingston, EH54 6QG or lodged in person at West Lothian Connected, Unit 16A, Almondvale Centre, Livingston, EH54 6NB together with the relevant fee.

2. Applications for Consent to Structural Alterations to Licensed Premises:-
 - (a) If you hold a licence, other than an off sales licence, you will require the Licensing Board's consent to any reconstruction, extension or alterations to any public or common part of your premises or any communication with such part.
 - (b) You must not commence any works before you obtain the Licensing Board's consent.
 - (c) Applications involving alterations to public and common parts of premises of up to 15% of the total floor area of the premises will be considered for structural alterations.
 - (d) If the reconstruction, extension or alteration will materially alter the character of the premises or the external appearance, shape or size of the premises, the Board will not grant consent and you will require to make an application for a new licence.
 - (e) Application forms will be available on the Council's website www.westlothian.gov.uk or may be posted to the applicant on request.
 - (f) Completed application forms along with 6 copies of plans of the proposed reconstruction, extension or alteration should be returned by post to West Lothian Licensing Board, West Lothian House, Almondvale Boulevard, Livingston, EH54 6QG or lodged in person at West Lothian Connected, Unit 16A, Almondvale Centre, Livingston, EH54 6NB together with the relevant fee.

3. Applications for Permanent Transfer of Licence –
 - (a) Application forms will be available on the Council's website www.westlothian.gov.uk or may be posted to the applicant on request.
 - (b) One Step Transfer –

You should complete an application form for a permanent transfer and return by post to West Lothian Licensing Board, West Lothian House, Almondvale Boulevard, Livingston, EH54 6QG or lodged in person at West Lothian Connected, Unit 16A, Almondvale Centre, Livingston, EH54 6NB together with the relevant fee.

Two Step Transfer –

You should complete both an application for a temporary and permanent transfer and return them by post to West Lothian Licensing Board, West Lothian House, Almondvale Boulevard, Livingston, EH54 6QG or lodged in person at West Lothian Connected, Unit 16A, Almondvale Centre, Livingston, EH54 6NB together with the relevant fee.

- (c) Your application form should be accompanied by a letter of consent from the existing licenceholder and the current licence.

4. Applications for Children's Certificate –

- (a) Application forms will be available on the Council's website www.westlothian.gov.uk or may be posted to the applicant on request.
- (b) If your application covers part of your premises only, you will require to submit 6 copies of a plan with your application. The area covered by the Children's Certificate does not need to be partitioned off from the rest of the premises.
- (c) This certificate is required for a bar area only, i.e. "a bar includes any place exclusively or mainly used for the sale or consumption of alcoholic liquor".
- (d) Completed application forms should be returned by post to West Lothian Licensing Board, West Lothian House, Almondvale Boulevard, Livingston, EH54 6QG or lodged in person at West Lothian Connected, Unit 16A, Almondvale Centre, Livingston, EH54 6NB together with the relevant fee.