

# WEST DUNBARTONSHIRE LICENSING BOARD

## LICENSING (SCOTLAND) ACT 2005

### APPLICATION FOR VARIATION OF PREMISES LICENCE/ PROVISIONAL PREMISES LICENCE\*

\*Delete as appropriate

If you are completing this form by hand, please write legibly in block capitals using ink.

#### SECTION 1: APPLICANT INFORMATION

##### 1(a) Name, address, postcode and premises licence number of premises.

Clydebank Co-op  
8 Dunn Street  
Dalmuir  
Clydebank

Post Code	G81 4JT	Premises Licence Ref. No.	WDLBPREM/0057
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##### 1(b) Please provide full name, address, postcode, telephone number and e-mail address of applicant.

Clydebank Co-operative Society Limited 2 Sylvania Way South Clydebank	0057 - Clydebank Co-op Application - Redacted				
Post Code	G81 1EA	Telephone No.		E-mail address	

#### SECTION 2: MINOR VARIATIONS

##### 2(a) Do you consider the proposed variation to be a minor variation? YES NO

(If the answer is YES, please complete the rest of Section 2. If NO, please go to Section 3)

##### 2(b) Do you propose a variation to the layout plan which is not inconsistent with the operating plan for the Premises?

YES  NO

(If the answer is YES, please give details of the proposed variation below)

2(c) Do you propose to restrict the terms on which children and young persons are admitted to the premises?
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YES  NO

(If the answer is YES, please give details of the proposed variation below)

**2(d) Do you propose to vary the information contained in the licence relating to the premises manager, including variation to substitute a new premises manager?**

YES  NO

(If the answer is YES, please complete Section 4 below)

**2(e) Do you propose any other variation as prescribed by Section 29(6)(d) of the 2005 Act?**

YES  NO

(If the answer is YES, please give details of the proposed variation below)

### **SECTION 3: OTHER VARIATIONS**

**3(a) Do you propose a variation to any of the conditions to which the licence is subject (other than those to which the licence is subject by virtue of Section 27(1))?**

YES  NO

(If the answer is YES, please give details of the proposed variation below)

**3(b) Do you propose to vary any of the information contained in the operating plan contained in the licence?**

YES  NO

(If the answer is **YES**, please give details of the proposed variation below)

Q5 – To amend the wording to read, “The premises may open for general retail before and after core licensed hours when recorded music/shop radio may be played in the background, not before 5am or after 11pm.

Q5(f) – To amend the wording to read, “The premises is a general retail convenience store, offering a full range of products, including newspapers/magazines, fresh and frozen goods, grocery items, tobacco, alcohol and a range of other non food items. The premises may offer lotto, paypoint, newsagents and tobacco, parcel collection and drop off. The premises may also offer coffee/tea and hot and cold food to go.

**3(c) Do you propose a variation to the layout plan contained in the licence?**

**YES  NO**

(If the answer is **YES**, please give details of the proposed variation below)

To amend the layout plan of the premises, following a full internal reconfiguration, including within the licensed footprint. There has been an increase in capacity from 13.3 m3 to 17.1 m3.

**3(d) Do you propose to vary any other information contained or referred to in the licence, including an addition, deletion or other modification?**

**YES  NO**

(If the answer is **YES**, please give details of the proposed variation below)

**SECTION 4: VARIATION TO SUBSTITUTE NEW PREMISES MANAGER**

**Please provide details below of the name, address and personal licence number of the Existing Premises Manager.**

Reference Number of Personal Licence	

**PROPOSED PREMISES MANAGER**

**4(a) Name and telephone number**

Telephone No.	

**4(b) Date and place of birth**

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**4(c) Contact address, including postcode**

Postcode	

**4(d) Email address**

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**4(e) Details of Personal Licence held by Proposed Premises Manager**

Date of issue	Name of Licensing Board issuing	Reference Number of Personal Licence

(Please enclose a photostat copy of the Personal Licence if it was not issued by West Dunbartonshire Licensing Board).

**4(f) Is the variation to substitute a new Premises Manager to take effect during the application period?**

YES  NO

(If the answer is **NO**, please provide the proposed date from which the variation is to take effect).

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## **DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT**

**(If signing on behalf of the applicant please state in what capacity.)**

I confirm that the contents of this application are true to the best of my knowledge and belief.

The application fee is enclosed.

**Signature** - Nicola Smith – Hassard Licensing Ltd

**Date** - 5 December 2025

**Capacity** - AGENT

**If agent, please provide name, address, telephone number and email address:**

Nicola Smith – Hassard Licensing Ltd  
5 South Charlotte St  
Edinburgh  
EH2 4AN

**I have enclosed the relevant documents with this application – please tick the relevant boxes**

<b>Premises Licence (See Note 2)</b>	<input type="checkbox"/>
<b>Operating Plan (see Note 3)</b>	<input type="checkbox"/>
<b>Layout Plans (see Note 3)</b>	<input type="checkbox"/>
<b>Planning certificate (See Note 4)</b>	<input type="checkbox"/>
<b>Building standards certificate (See Note 4)</b>	<input type="checkbox"/>
<b>Food hygiene certificate (See Note 4)</b>	<input type="checkbox"/>
<b>Copy of Personal Licence</b>	<input type="checkbox"/>

### **Notes**

#### **Note 1:**

##### **Data Protection Act 1998**

The information in this form will be used to update the relevant Premises Licence. Accordingly, the information contained in this form may be held on an electronic public register which may be available to members of the public on request.

#### **Note 2:**

The application must be accompanied by the Premises Licence to which the application relates, or if that is not practicable, a statement of the reasons for failure to produce the licence.

#### **Note 3:**

Where the proposed variation affects the current operating plan, please submit an operating plan including the proposed variations. Where the proposed variation affects the current layout plan, please submit 6 sets of plans showing the proposed new layout of the premises.

#### **Note 4:**

Applicants for variations involving structural alterations should submit the relevant Section 50 certificates with their application.

##### **Data Protection Act 1998**

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**Contact Us:**

**West Dunbartonshire Licensing Board  
Council Offices  
16 Church Street  
Dumbarton  
G82 1QL**

**Phone: 01389 738741  
Email: [licensing@west-dunbarton.gov.uk](mailto:licensing@west-dunbarton.gov.uk)**

# OPERATING PLAN

Licensing (Scotland) Act 2005, section 20(2)(b)(i)

## Question 1

### *STATEMENT REGARDING ALCOHOL BEING SOLD ON PREMISES/OFF PREMISES OR BOTH*

<i>1(a) Will alcohol be sold for consumption solely ON the premises?</i>	YES/NO*
<i>1(b) Will alcohol be sold for consumption solely OFF the premises?</i>	YES/NO*
<i>1(c) Will alcohol be sold for consumption both ON and OFF the premises?</i>	YES/NO*
<i>*Delete as appropriate</i>	

## Question 2

### *STATEMENT OF CORE TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION ON PREMISES*

<i>Day</i>	<i>ON Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>		
<i>Tuesday</i>		
<i>Wednesday</i>		
<i>Thursday</i>		
<i>Friday</i>		
<i>Saturday</i>		
<i>Sunday</i>		

### **Question 3**

**STATEMENT OF *CORE* TIMES WHEN ALCOHOL WILL BE SOLD FOR CONSUMPTION *OFF* PREMISES**

<i>Day</i>	<i>OFF Consumption</i>	
	<i>Opening time</i>	<i>Terminal hour</i>
<i>Monday</i>		
<i>Tuesday</i>		
<i>Wednesday</i>		
<i>Thursday</i>		
<i>Friday</i>		
<i>Saturday</i>		
<i>Sunday</i>		

### **Question 4**

**SEASONAL VARIATIONS**

<i>Does the applicant intend to operate according to seasonal demand</i>	<i>YES/NO*</i>
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*\*If YES – provide details*

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**Question 5**

*PLEASE INDICATE THE OTHER ACTIVITIES OR SERVICES THAT WILL BE PROVIDED ON THE PREMISES IN ADDITION TO SUPPLY OF ALCOHOL*

<b>COL. 1</b> <i>5(a) Activity</i>	<b>COL. 2</b> <i>Please confirm YES/NO</i>	<b>COL. 3</b> <i>To be provided during core licensed hours – please confirm YES/NO</i>	<b>COL. 4</b> <i>Where activities are also to be provided outwith core licensed hours please confirm YES/NO</i>
<i>Accommodation</i>		N/A	N/A
<i>Conference facilities</i>			
<i>Restaurant facilities</i>			
<i>Bar meals</i>			
<b>5(b) Activity</b> <i>Social functions including:</i>	<b>Please confirm YES/NO</b>	<b>To be provided during core licensed hours – please confirm YES/NO</b>	<b>Where activities are also to be provided outwith core licensed hours please confirm YES/NO</b>
<i>Receptions including Weddings, funerals, birthdays, retirements etc.</i>			
<i>Club or other group meetings etc.</i>			
<b>5(c) Activity</b> <i>Entertainment including:</i>	<b>Please confirm YES/NO</b>	<b>To be provided during core licensed hours – please confirm YES/NO</b>	<b>Where activities are also to be provided outwith core licensed hours please confirm YES/NO</b>
<i>Recorded music – see 5(g)</i>			
<i>Live performances – see 5(g)</i>			
<i>Dance facilities</i>			
<i>Theatre</i>			
<i>Films</i>			
<i>Gaming</i>			
<i>Indoor/outdoor sports</i>			
<i>Televised sport</i>			

<i>5(d)</i> <i>Activity</i>	<i>Please confirm</i> <b>YES/NO</b>	To be provided during core licensed hours – please confirm <b>YES/NO</b>	Where activities are also to be provided outwith core licensed hours please confirm <b>YES/NO</b>
<i>Outdoor drinking facilities</i>			
<i>5(e)</i> <i>Activity</i>	<i>Please confirm</i> <b>YES/NO</b>	To be provided during core licensed hours – please confirm <b>YES/NO</b>	Where activities are also to be provided outwith core licensed hours please confirm <b>YES/NO</b>
<i>Adult entertainment</i>			

Where you have answered YES in respect of any entry in column 4 above, please provide further details below.

*5(f) any other activities*

If you propose to provide any activities other than those listed in 5(a) – (e) please provide details or further information in the box below.

*5(g) Late night premises opening after 1.00am*

Where you have confirmed that you are providing live or recorded music, will the decibel level exceed 85dB?	<b>YES/NO*</b>
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When fully occupied, are there likely to be more customers standing than seated?	<b>YES/NO*</b>
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*\*Delete as appropriate*

**Question 6 (On-sales only)**

*CHILDREN AND YOUNG PERSONS*

6(a)	<i>When alcohol is being sold for consumption on the premises will children or young persons be allowed entry</i>	<i>YES/NO*</i>
	<i>*Delete as appropriate</i>	

6(b) *Where the answer to 6(a) is YES provide statement of the **TERMS** under which they will be allowed entry*

6(c) *Provide statement regarding the **AGES** of children or young persons to be allowed entry*

6(d) *Provide statement regarding the **TIMES** during which children and young persons will be allowed entry*

6(e) *Provide statement regarding the **PARTS** of the premises to which children and young persons will be allowed entry*

**Question 7**

*CAPACITY OF PREMISES*

*What is the proposed capacity of the premises to which this application relates?*

**Question 8**

*PREMISES MANAGER (NOTE: not required where application is for grant of provisional premises licence)*

*Personal details*

8(a)      *Name*

8(b)      *Date of birth*

8(c)      *Contact address*

8(d)      *Email address*

8(e) Personal licence

<i>Date of issue</i>	<i>Name of Licensing Board issuing</i>	<i>Reference no. of personal licence</i>

**DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT**

**If signing on behalf of the applicant please state in what capacity.**

The contents of this operating plan are true to the best of my knowledge and belief.

Signature ..... \* (see note below)

Date .....

Capacity ..... APPLICANT/AGENT (delete as appropriate).

Telephone number and email address of signatory .....

**\* Data Protection Act 1998**

The information on this form may be held on an electronic public register which may be available to members of the public on request.

**Contact Us:**

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## NOTICE OF APPLICATION FOR VARIATION OF PREMISES LICENCE

1. Applicant/Agent Name & Address (include postcode)	
2. Name & Address of Premises (include postcode)	

	EXISTING LICENSED HOURS	PROPOSED LICENSED HOURS
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

3. Brief overview of proposed change(s) to premises licence .

**Further detailed information in regard to this application (including the operating plan) is available for inspection at Council Offices, Municipal Buildings, College Street Dumbarton G82 1NR via appointment, during normal office hours.**

**Any person is eligible to object. Anyone wishing to object or make representations must not later than           lodge with the Clerk of the Licensing Board a written notice of objection or representation. It is the responsibility of the person making the objection or representation to ensure that the Board has received it and it may be helpful to lodge it in one of the following ways:**

- Delivered by hand within the time specified; or
- Posted (by registered or recorded or special delivery post) so that in the normal course of post it might be expected to be delivered within that time; or
- Faxed within that time and an acknowledgement of the fax is kept; or
- E-mailed within that time and an acknowledgement of the e-mail is kept.

It is the responsibility of the person making the objection or representation to ensure that the Board has received it.

**A PRO-FORMA FORM (PREFERRED) FOR MAKING OBJECTIONS OR  
REPRESENTATIONS IS AVAILABLE ONLINE: <https://www.west-dunbarton.gov.uk/business/licences-permits-and-permissions/alcohol-licences/licensing-guidelines-and-policies/> TO REQUEST A HARDCOPY:  
TELEPHONE (01389) 738741**

Date:

Signature:

The Licensing (Procedure) (Scotland) Regulations 2007  
Schedule 3

**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).**

**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	