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APPLICATION FEE:	No Fee Required
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## HIGHLAND LICENSING BOARD

Licensing (Scotland) Act 2005, section 54

### Notification of dismissal, resignation, death etc of premises manager

This notification must be lodged with the Licensing Board within 7 days of the following occurrence:-

- (a) the premises manager ceases to work at the premises
- (b) the premises manager becomes incapable for any reason of acting as premises manager
- (c) the premises manager dies, or
- (d) the personal licence held by the premises manager is revoked or suspended

This application should be completed by the Premises Licence Holder of the appropriate Premises or their Agent.

#### SECTION 1 – PREMISES LICENCE DETAILS

- a) Name, address and postcode of premises

Premises Licence No.	
Name of premises	
Address of premises (including postcode)	
E-mail Address:	
Telephone Number:	

#### SECTION 2 – APPLICANT INFORMATION

- a) Particulars of premises licence holder

Name of premises licence holder	
Address (including postcode)	
E-mail Address:	
Telephone Number:	

**SECTION 3 – NOTIFICATION OF OCCURRENCE**

In terms of section 54 of the Licensing (Scotland) Act 2005, the premises licence holder must, not later than **7 days** after the occurrence of the event give notice of it to the licensing board. (See note 1)

**a) Please indicate the nature of the occurrence below:-**

- the premises manager ceases to work at the premises
- the premises manager becomes incapable for any reason of acting as premises manager
- the premises manager dies
- the personal licence held by the premises manager is revoked or suspended

**b) Please indicate date of the occurrence:** .....

**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 Application are true to the best of my knowledge and belief.

Signature: .....Print Name: .....

Capacity: APPLICANT/AGENT (delete as appropriate)

Date: .....

Telephone number and email address of signatory:

<b>Telephone Number:</b>	
<b>E-mail Address:</b>	

Postal Address of Agent (if appropriate)

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.....  
.....

**DATA PROTECTION ACT 1998**

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

**LICENSING (SCOTLAND) ACT 2005**  
**Notification of dismissal, resignation, death etc**  
**of premises manager**  
**Guidance Notes**

**Note 1: Section 54(4)(b)**

In terms of Section 54(4)(b), within the period of 6 weeks beginning with the day on which the event occurs, a premises licence variation application (Section 31) must be lodged so as to substitute another individual as the premises manager.

If no such application is made within the period mentioned, then at the end of that period, the Licensing Board must vary the premises licence so that there is no longer any premises manager specified in it.

**Note 2: Submission of Application**

**HIGHLAND LICENSING BOARD CONTACT ADDRESSES AND PAYMENT  
DETAILS**

<b>Clerk to the Board</b>	<b>Inverness, Nairn, Badenoch and Strathspey areas</b>	<b>Lochaber</b>
Claire McArthur Highland Licensing Board Council Offices High Street Dingwall IV15 9QN Tel: (01349) 868541 <a href="mailto:claire.mcarthur@highland.gov.uk">claire.mcarthur@highland.gov.uk</a>	Highland Licensing Board Highland Council Headquarters Glenurquhart Road Inverness IV3 5NX Tel: (01463) 785087 <a href="mailto:licensing@highland.gov.uk">licensing@highland.gov.uk</a>	Highland Licensing Board Council Offices Charles Kennedy Building Achintore Road Fort William PH33 6RQ Tel: (01397) 707233 <a href="mailto:licensing@highland.gov.uk">licensing@highland.gov.uk</a>
<b>Caithness and Ross areas</b>	<b>Sutherland</b>	<b>Skye and Lochalsh</b>
Highland Licensing Board Caithness House Market Place Wick KW1 4AB Tel: (01955) 608214 <a href="mailto:licensing@highland.gov.uk">licensing@highland.gov.uk</a>	Highland Licensing Board Council Offices Drummuie Golspie KW10 6TA Tel: (01408) 635205 <a href="mailto:licensing@highland.gov.uk">licensing@highland.gov.uk</a>	Highland Licensing Board Council Offices Tigh na Sgìre Park Lane Portree, IV51 9GP Tel: (01478) 613824 <a href="mailto:licensing@highland.gov.uk">licensing@highland.gov.uk</a>

If you wish any additional guidance or advice, please contact your **Licensing Standards Officer** in your area:

<b>LICENSING AREA</b>	<b>LSO</b>	<b>CONTACT DETAILS</b>
<b>SOUTH</b> Inverness, Nairn, Badenoch & Strathspey	Shonnie Campbell	Tel: 01463 702259 E-mail: <a href="mailto:shonnie.campbell@highland.gov.uk">shonnie.campbell@highland.gov.uk</a>
<b>NORTH</b> Caithness, Sutherland and Ross	Garry Cameron	Tel: 01408 635217 E-mail: <a href="mailto:garry.cameron@highland.gov.uk">garry.cameron@highland.gov.uk</a>
<b>WEST</b> Skye and Lochalsh and Lochaber	Chris MacKinnon	Tel: 07760 703222 E-mail: <a href="mailto:ewenchristopher.mackinnon@highland.gov.uk">ewenchristopher.mackinnon@highland.gov.uk</a>