

**EAST RENFREWSHIRE COUNCIL  
LICENSING DEPARTMENT  
APPLICATION TO VARY A LICENCE**

**PLEASE COMPLETE IN BLOCK CAPITALS**

**Licence Reference Number:(                    )**

**1. Full Name :**

**Address:**

**Home Telephone No:**

**Mobile No:**

**E-mail address:**

**2. Explain here the change(s) you wish to make to your licence.**

**I declare that the particulars given by me on this form are true:-**

**Signature of Applicant:**

**Date:**

**DATE PROTECTION ACT 1998 – YOUR PERSONAL DATA**

East Renfrewshire Council respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal data you have provided will be used to process the application in terms of the Act stipulated on this form. East Renfrewshire Council has a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within the Authority for the protection and detection of fraud and for the purposes of processing this application or any other reasonable matter. Your data may be disclosed to Police, other Councils, the UK Borders Agency, the Department for Work and Pensions and Her Majesty's Revenue & Customs (HMRC) who may be involved in the processing of the application and elected members when considering the application. The data (with the exception of details of any convictions) will form a register which is open to public inspection. East Renfrewshire Council is the registered Data Controller. Any queries regarding processing of your personal data by East Renfrewshire Council should be directed to the Chief Solicitor. A copy of the Council's Data

Protection Policy can be obtained by writing to the Chief Officer – Legal & Procurement, Council Headquarters, Eastwood Park, Rouken Glen Road, Giffnock G46 6UG.

Please read this declaration carefully before you sign and date it. We must protect the public funds we handle and so we may carry out checks against East Renfrewshire Council's Records, Police, other Councils, the UK Borders Agency, the Department for Work & Pensions and Her Majesty's Revenue & Customs (HMRC) and benefit records in order to check the accuracy of the information to prevent or detect crime or protect public funds in other ways as allowed by law. We may also ask HMRC to verify your unique tax reference (UTR) and its commencement date.

Further to the above the information you provide and any expected income you may gain will be used to maximise the recovery of any debt that is owed to the Council.

Apart from the bodies and persons mentioned above, we will not release information about you to anyone outside the Council unless the law allows us to do so.

I declare that the information I have given on this form is correct and complete, that I will advise you of any other changes to the above and that I agree to this information being used for benefit fraud checks and any other checks as determined necessary to the Council. I also consent to my data being subject to verification with other departments of the council and other local authorities, VOSA, the DVLA, the Police, the Department for Work and Pensions, the UK Borders Agency and Her Majesty's Revenue & Customs, confirming the veracity of information on this form.

<b>FOR OFFICE USE ONLY</b>	
<b>Date Received:</b>	<b>Documents Issued:</b>
<b>Fee Paid where applicable:</b>	