

**ABERDEEN CITY COUNCIL
NOTIFICATION OF MATERIAL CHANGE TO A LICENCE
CHANGE OF MANAGER**



**CIVIC GOVERNMENT (SCOTLAND) ACT 1982
SCHEDULE 2, PARA 14**

1. Licence Holder	Full Name:		
	Address:		
	Tel Phone:		
2. Type of Licence Held			
3. Premises (if any):	Name:		
	Address:		
	Tel No.		
4. Full name, address, date and place of birth of employee who is to carry on day to day management.			
Name:	Address:	Date of Birth:	Place of Birth
5.			
Date _____			
Signature _____			
Applicant/Agent (delete as appropriate).			
Address of Agent _____			

DX Number (if any) _____			
Tel No. _____			
IF IN DOUBT CONSULT YOUR SOLICITOR THE INFORMATION SUPPLIED WILL BE COMPUTERISED			
FOR OFFICIAL USE ONLY			
Date of Receipt of Application:		Fee Paid:	

When completed, this form should be returned to the Legal Services, Governance, Aberdeen City Council, Business Hub 6, First Floor South, Marischal College, Broad Street, Aberdeen, AB10 1AB along with the appropriate fee. Cheques should be made payable to "Aberdeen City Council". For assistance in completing the form, please telephone Licensing on (01224) 522449.

Privacy notice:

Your data: notification of material change to a licence – change of manager

How we use your information

Aberdeen City Council, as the Licensing Authority, collects and records the personal information you provide in this form, along with supporting documentation, in order to process your notification of a material change to your licence.

In processing and determining your notification, the Council as Licensing Authority will share the information you have provided with the Chief Constable, Police Scotland.

We are required to display the information you provide on this form on a public register. The register will show your name, date of receipt of your notification, and upon consent being given, the material change in respect of your licence. The register is open to inspection by any member of the public.

The Council doesn't share the information you've provided with any other third parties, unless we're authorised or required to do so by law.

How long we keep your information for

Upon the material change to your licence receiving consent, the notification form and any related documents will be retained by the Council's Licensing Team for a period of two years, from the date your licence expires. If your notification form is withdrawn or consent denied, the form and related documents will be retained for a period of two years from that date.

Your Rights

You have rights in relation to your data, including the right to ask for a copy of it. See the [Your data](#) page for more information about all the rights you have, as well as the contact details for the Council's Data Protection Officer. You also have the right to make a complaint to the [Information Commissioner's Office](#) if you think we haven't handled your data properly.

Our Legal Basis

Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal bases for processing personal data in relation to your notification of a material change to your licence is Article 6(e) of the General Data Protection Regulation (GDPR) in that the Council is exercising its official authority under Part 3 and Schedule 2 of the Civic (Government) (Scotland) Act 1982.