[insert logo of relevant licensing authority and its reference number, optional]

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| **NOTICE OF GRANT OF AN APPLICATION TO VARY A PREMISES LICENCE**  **This notice is issued in accordance with regulations made under section 164(2) of the Gambling Act 2005**  [Insert here the name and address of the issuing licensing authority] |
| An application to vary a premises licence |
| **is granted to:**  *[Insert name of person(s) making the application]* |
| of the following address: |
| *[Insert address(es) of the person(s) making the application as set out in Part 1 of the application]* |
| the number of whose operating licence is:  *[Insert the operating licence number given by the Gambling Commission to the applicant’s operating licence. Leave out if no operating licence is held. Where there is more than one applicant who holds an operating licence, give all operating licence numbers.]* |
| The premises to which the application relates are: |
| *[Give the address of the premises as set out in the premises licence. If the premises have no address, include the description of the premises and their location as set out in the premises licence]* |
| The premises licence number is: |
| The premises licence is to be varied as follows: |
| *[Describe the variations that are to be made to the premises licence on the grant of the application.]* |

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| The variations take effect from: |
| *[Please insert the time and date from which the variations will take effect]* |

In granting the application, the licensing authority have attached the conditions set out in Annex A to this Notice.

*[Set out the conditions and the reasons for imposing them in an annex in the appropriate form. Where no conditions are attached, omit this paragraph and the relevant annex*.*]*

In granting the application, the licensing authority have excluded the conditions set out in Annex B to this Notice.

*[Set out the conditions to be excluded, and the reasons for excluding them, in an annex in the appropriate form. Where no conditions are excluded, leave out this paragraph and the relevant annex*.*]*

The licensing authority did/did not *[delete as appropriate]* receive representations in relation to the application.

The representations received in relation to the application, together with the licensing authority’s response, are set out in Annex C to this Notice.

*[Set out the representations by the licensing authority, together with the authority’s response to them, in an annex in the appropriate form. Where no representations were received, leave out this paragraph and the relevant annex.]*

An appeal may be brought against the grant of the application, or the imposition or exclusion of the conditions referred to above by either the applicant, or any person who made representations in relation to the application. An appeal must be instituted:

* in the magistrates’ court for a local justice area in which the premises are wholly or partly situated;
* by notice of appeal given to the designated officer;
* within 21 days beginning with the date of receipt of this notice of grant

**Licensing – Privacy Notice**

**How is your information used?**

We may use your information to: process applications, investigate and prosecute relevant illegal activities, investigate and prosecute Corporate Fraud; send you communications that you have requested or that may be of interest; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. These third parties include Government Departments, other Local Authorities and private sector companies, as allowed by law.

Who has access to your information?

We may share your information with:

• Other Council Departments – to ensure we meet our statutory duties; or to collect debt, and prevent fraud and the misuse of public funds.

• External organisations, for example, HM Revenues & Customs, the Department of Work and Pensions, the Police, the Audit Commission and other enforcement agencies and third parties, for other purposes allowed by law, including, to prevent fraud and the misuse of public funds.

For further information about how your personal information will be used, please visit www.derby.gov.uk/privacy-notice/ where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from - licensing@derby.gov.uk