

<b>Type of Variation</b>	<b>Supporting Documents Required</b>	<b>Additional Information</b>
Change of Head Office Address	Evidence of the new address e.g. headed notepaper	N/A
Addition/Removal of Trading Name	N/A	You must ensure that any new name is socially responsible and legally compliant.
Addition of an activity	New business plan to explain how activity will be made available and any staffing changes; Financial forecast for the new activity; Evidence of funding for the new activity e.g. loan, bank statement; Amended policy statements that include new activity.	If the activity to be added is General Betting Limited a contract of employment will be required for all staff who will be taking bets on your behalf.
Removal of an activity	N/A	N/A
Increasing a Fee Category	N/A	If you are increasing the fee category for any activity by 2 levels or more, you will need to provide new financial projections and evidence of funding if this has been required to expand the business.
Decreasing a Fee Category	N/A	N/A
Change of Legal Entity Name	Evidence of new name e.g. Companies House documentation. If the registration number has changed this is a new legal entity and you will have to apply for a new operating licence.	Applies to Companies only. For sole proprietors and partnerships refer to Change of Legal Entity on website.
Adding a Key Person to Schedule X	The person to be added must complete an Annex A Personal Declaration and submit all necessary documentation. Refer to separate guidance for details.	Applies to Small Scale Operators (SSO) only. If by adding a key person you have four people in positions of management responsibility you are no longer an SSO and all key people will be required to apply for Personal Management Licences (PML). The variation application should still be submitted as the operating licence will have to be amended once all PMLs have been granted.
Removing a Key Person from Schedule X	N/A	If the person being removed is not being replaced provide an explanation as to how their management responsibilities are being reallocated

Adding a Representative to Schedule Y	Provide a contract of employment for the person who will be taking bets on your behalf. The person to be added must complete an Annex A Personal Declaration and submit all necessary documentation. Refer to separate guidance for details.	Applies to on course bookmakers only.
Removing a Representative from Schedule Y	N/A	Applies to on course bookmakers only.
Adding New Remote Equipment/Jurisdiction	N/A	Applies to remote operating licence holders only.
Amending Remote Equipment/Jurisdiction	N/A	Applies to remote operating licence holders only.
Removing Remote Equipment/Jurisdiction	N/A	Applies to remote operating licence holders only.
Adding a Licence Condition	N/A	
Amending a Licence Condition	Evidence to confirm that the licence condition can be amended due to partial compliance.	Applies to operators who had a specific licence condition added to their licence because Of Gambling Commission concerns.
Removing a Licence Condition	Evidence to confirm that the licence condition has been complied with and is no longer required.	Applies to operators who had a specific licence condition added to their licence because Of Gambling Commission concerns.