

Variation of a Premises Licence

A Premises Licence Holder can apply for a Full Variation if they wish to make major alterations to the current Licence/Certificate.

An application for a full variation could include:

- increase in the capacity for drinking on the premises;
- affect the access between the public part of the premises and the rest of the premises or the street or public way, for instance, block emergency exits or routes to emergency exits, or;
- impede the effective operation of a noise reduction measure such as an acoustic lobby.
- Addition of the licensable activity to allow the sale by retail or supply of alcohol.
- To extend licensing hours for the sale or supply of alcohol for consumption on or off the premises between the hours of 23.00 and 07.00; or
- To increase the amount of time on any day during which alcohol may be sold or supplied for consumption on or off the premises.

An application form and plan of the premises, and application fee are required to be submitted to the Council. The process is the same as for applying for a new Premises Licence/Certificate.

There is a requirement to send copies of the application form and plan to the Responsible Authorities.

The application fee is calculated the same as for an application for a new Premises Licence/Certificate.

Advertising the Application.

You are required to advertise the application in the local press and display a notice at or on the premises.

Advertisement in the local paper.

An advert must be displayed in a local newspaper circulating in the vicinity of the premises on at least one occasion during the period of 10 working days starting on the day after the application was submitted to the Council and Responsible Authorities.

Both the notice and the advert must state the following:

- The name of the applicant
- The postal address of the premises
- Licensable activities, i.e. sale of alcohol, late night refreshment, etc, which are to be held on the premises
- Times of the licensable activities including opening times.
- The date by which an interested party or responsible authority may make representations to the Council;
- The date that you are submitting the application to the Council and Responsible Authorities.

Display of Notice.

You must advertise by displaying a notice for a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the Licensing Authority. (The notices are on blue paper and are provided by the Licensing Section please contact 01246 345230).

The notice must be prominently displayed at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises. A premises covering an area of more than 50 metres square, a further notice must be displayed at every 50 metres along the external perimeter of the premises abutting any highway.