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# Licensing Act 2003: Guidance for Making an Application for a Minor Variation to a Premises Licence or Club Premises Certificate

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**Note: This is not the form you should use for full or major variations.**

## Before you start

This form should be completed by the current Premises Licence Holder or their agent or by the Club Secretary using **black ink** only.

If you are filling the form in by hand use only **BLOCK CAPITALS** and write only in the boxes. Improperly completed forms may be returned as invalid.

This guidance should be used in conjunction with the guidance on the back of the application form.

If you make a mistake, further copies of the form are available from our website at [www.elmbridge.gov.uk/licensing](http://www.elmbridge.gov.uk/licensing). You cannot submit your application on line, you must complete the form and send it to us.

All times stated must use the 24-hour clock system (e.g. 5.00 pm is 17:00 hrs).

**These notes are intended for guidance only and are not authoritative. No responsibility is accepted if, having read them, the forms are incorrectly completed.**

## Completing the form

1. Insert the full name of Licence or certificate holder.

## Part 1- Premises Details

2. **Postal Address.** Insert the full postal address of the premises. Do not insert an Ordnance Survey grid reference unless the premises has no postal address at all (which is very unlikely), Please ensure you enter the full postcode.
3. **Telephone number of the premises** If there is a telephone number at the premises please fill in the number. If there is no telephone number please write “none”.
4. **Premises Licence Number or Club Certificate Number** Insert the Licence or Certificate Number beginning with LN/.....
5. Give a brief description of the premises In accordance with the guidance notes on the form.
6. **Tick Box** Confirm that you are the premises licence holder/club certificate holder and enter you contact telephone number as we may need to contact you about your application.
7. **Part 2 - Applicant details** Only complete this box if your postal address is different from the premises.
8. **Proposed variation(s)** Please tick this box if you want the variation to have effect as soon as possible.
9. **Start date** If you do not want the variation to commence as soon as possible please fill in the date you want the variation to start.
10. **Details of proposed variation** Describe here in detail the proposed variation and why you do not think it could have an adverse effect on the promotion of the licensing objectives. Use an additional sheet if necessary.

## Part 4 – Operating Schedule

12. **Provision of regulated entertainment** Tick the appropriate boxes a) to h) that you wish to vary.
13. **Provision of late night refreshment** This applies if you intend to be providing hot food between 23:00 hrs. and 05:00 hrs.
14. **Sale of alcohol** Tick this box if you intend to make changes to the supply or sale alcohol.

15. **Enclosures** Tick the boxes that apply, If you don't tick any of the boxes you must make a statement of the reasons why. If the licence or certificate has been lost or stolen it must be reported to police. Please quote the police reference number.

16. **Further information** Please see guidance on the form.

17. **Check list** You must tick the next five boxes, which acknowledges that you are enclosing all of the appropriate forms.

18. **Plans** Don't forget that if your variation entails structural alterations you must enclose a plan of the premises **on a scale of 1 cm to 100 cm**. (in unusual circumstances we are permitted to accept plans to a different scale but this must be agreed with us in writing before the licence is submitted and there must be an exceptional reason). The plans must contain the following information:

- a) the extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises;
- b) the location of points of access to and egress from the premises;
- c) if different from paragraph (3)(b), the location of escape routes from the premises;
- d) in a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity;
- e) in a case where an existing licensable activity relates to the supply of alcohol, the location or locations on the premises which is or are used for consumption of alcohol;
- f) fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;
- g) in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
- h) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- i) in a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- j) the location and type of any fire safety and any other safety equipment; and
- k) the location of a kitchen, if any, on the premises.

The plan may include a legend through which the matters mentioned or referred to above are sufficiently illustrated by the use of symbols on the plan.

19. **Fee.** Enclose the correct fee (see separate document about fees and charges). We accept payment by credit/debit card (over the phone or in person) or by cheque payable to 'Elmbridge Borough Council'. We cannot accept cash payments. Applications not containing the correct fee will be returned in their entirety.

Don't forget that you must advertise the application by displaying public notices at the premises to be licensed for 10 consecutive working days. The 10 working days starts the day after the application is received by the Licensing Authority. This notice must be where the passing public can see it. Please see separate document on how to advertise applications and the form that the notice must take, or visit [www.elmbridge.gov.uk/licensing](http://www.elmbridge.gov.uk/licensing).

If you don't comply with these requirements, your application will be rejected.

20. **Part 4 Signature and contact details** Sign and date the form here. If there is a second applicant where the licence is jointly held they must also sign. Your solicitor or agent can sign for you providing that they have the authority to do so.

21. **Capacity** Please enter in what capacity you are signing this application e.g.  
Applicant's Agent, Company Secretary, Chief Executive of a Health Service body etc.

22. **Contact details** Complete this section if you want the any correspondence and the final licence or certificate relating to this application sent to another address. Please include the postcode.

**There is no hearing or appeal procedure for the refusal of a Minor Variation**

## Who to send your application to

Your applications for a Premises Licences must be sent to the Licensing Authority (address overleaf). It must be in writing and may not be sent by email or fax without prior agreement from us and if we agree to it being sent electronically you must send a signed written copy to us forthwith. The date of service on us will be the date when we receive the written copy not when we receive the electronically sent copy.

## The Licensing Authority – Elmbridge Borough Council

The Licensing Officer  
Planning and Environmental Health  
Elmbridge Borough Council  
Civic Centre  
High Street  
Esher, Surrey KT10 9SD  
Tel: 01372 474750/474748

**If you have any questions about the application process please contact:**

The Licensing Officer on 01372 474750