

LICENSING ACT 2003

GUIDANCE NOTES ON COMPLETING APPLICATION FORM FOR MINOR VARIATION OF PREMISES LICENCE

- Page 1 - Insert name of applicant, address of premises and Premises Licence number where indicated.
- Give a brief description of the premises, e.g. the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. *[Please refer to Guidance Note 2 of the Notes for Guidance set out at page 7 of the application form].*
- Page 2/3 - Insert applicant details.
- If you want the proposed variation to have effect as soon as possible, tick the relevant box or insert the date when you would like the variation to take effect from.
- Give full details of the variation applied for in the box provided. *[Please refer to Guidance Note 3 of the Notes for Guidance set out at page 7 of the application form].*
- Page 3 - Please tick the relevant licensable activity/activities, which would be subject to change if the application to vary were successful.
- Page 4 - Please tick the relevant box regarding the documents to be enclosed with your application and ensure you complete the checklist at the bottom of page 4.
- Page 6 - Please sign and date the form and give details of a contact name and address for correspondence associated with the application (if different from that previously given).

The completed form needs to be sent to:

The Administration & Licensing Officer, Ribble Valley Borough Council, Council Offices, Church Walk, Clitheroe, Lancashire BB7 2RA together with the following documents:

1. The original Premises Licence, including the licence summary.
2. The application fee i.e. £89.00 *[Cheques should be made payable to Ribble Valley Borough Council.]*
3. If appropriate, a plan of the premises.

Plans are not required to be submitted in any particular scale, but they must be in a format which is clear and legible. There is no requirement for plans to be professionally drawn as long as they clearly show all the prescribed information as follows:

- (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 (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.

Finally you must advertise the application by means of a notice on the premises. I enclose an example notice, which meets the requirements of the legislation.

The notice must be at least A4 size, printed/typed legibly in black ink on white paper. The heading 'Minor Variation of Premises Licence' should be printed or typed in a font size of at least 32 and the remainder of the notice to be in a font size of at least 16. It has to be displayed prominently at or on the premises to which the application relates, so that it can be conveniently read from the exterior of the premises. If any part of the external perimeter of the premises that is 100m or more in length abuts a public highway or other place accessible to the public, a notice should be displayed at least every 50m along that part of the perimeter. It must be displayed for a period of 10 working days starting on the working day after the minor variation application is given to the licensing authority.