Application for a Minor Variation
Procedure Notes

- Fill the application form and other enclosures in and send to the Licensing Team (address detailed below).
  - Application form
  - Public site notice
  - Fee of £89 (cheques made payable to Shropshire Council)
  - Plan of the premises (licensable area to be outlined in red)

- An acknowledgement letter will be sent to you advising that the application has been received by the Licensing Team

- A site notice on White paper needs to be displayed on the premises in a place visible to members of the public advising them of the application and giving them details on the 10 day consultation period

- If no representation are made a premises licence will be granted, however if some are made the Licensing Team will contact you to organise a hearing.

- If the application is refused you will be advised the reasons in writing within 15 working days after the application has been received.

Please note: The consultation period starts the day after the application is received by the Licensing Team.

<table>
<thead>
<tr>
<th>Licensing Office Address</th>
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<tbody>
<tr>
<td>Licensing Team</td>
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<tr>
<td>Public Protection</td>
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<tr>
<td>Shropshire Council</td>
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<tr>
<td>Shirehall</td>
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<tr>
<td>Abbey Foregate</td>
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<tr>
<td>Shrewsbury</td>
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<tr>
<td>Shropshire SY2 6ND</td>
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Application for a Minor Variation to a Premises Licence or Club Premises Certificate to be granted under the Licensing Act 2003

Please read the following instructions first

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand please write legibly in BLOCK CAPITALS. In all cases, ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I/We [insert name of applicant]

Being the premises licence holder(s) club holding a club premises certificate, apply to vary a premises licence under section 41A / club premises certificate under section 86A of the Licensing Act 2003 for the premises described in part 1 below.

<table>
<thead>
<tr>
<th>Part 1 - Premise Details</th>
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<tbody>
<tr>
<td>Postal address of premises or, if none, ordnance survey map reference or description</td>
</tr>
<tr>
<td>Post town:</td>
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<tr>
<td>Telephone number at premises (if any):</td>
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<tr>
<td>Non-domestic rateable value of premises</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 2 - Applicant Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr</td>
</tr>
<tr>
<td>Surname:</td>
</tr>
</tbody>
</table>
First names: 

Please tick ✓ Yes

I am 18 years old or over

Current postal address if different from premises address

Post town:  

Postcode:  

Daytime contact telephone number:  

eMail address:  
(optional)

Part 3 - Variation Details

Please tick ✓ Yes

Do you want the proposed variation to have effect as soon as possible?

☐

If not do you want the variation to take effect from

Day  Month  Year

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

Please provide a general description of the premises (Please read Guidance Note 1)
Please provide details of what you are requesting
Part 4 - Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if the application to vary is successful.

What licensable activities do you intend to carry on from the premises
(please see Section 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Please tick ✓ Yes

Provision of regulated entertainment
(a) Plays
(b) Films
(c) Indoor sporting events
(d) boxing or wrestling entertainments
(e) live music
(f) recorded music
(g) Performances of dance
(h) Anything of a similar description to that falling within (e), (f), (g)

Provision of late night refreshment

Supply of alcohol

Enclosures

Please tick ✓ Yes
- I have enclosed the premises licence / club premises certificate
- I have enclosed the relevant part of the premises licence / club premises certificate
- I have included a copy of the plan (necessary if the proposed variation will affect the layout)
- If you have not ticked one of the first three boxes, please explain why in the box below.

Reasons why I have failed to enclose the premises licence or relevant part of premises licence
Any further information to support your application. (see guidance note 4)

Please tick ✓ Yes

- I have made or enclosed payment of the fee

- I understand that if I do not comply with the above requirements my application will be rejected

- I understand that I am required to advertise my application by posting a white notice on the premises for ten consecutive working days commencing on, and including the day after when my application is given to the licensing authority.

It is an offence, liable on conviction to a fine up to Level 5 on the standard scale, under Section 158 of the Licensing Act 2003 to make a false statement in or in connection with this application

Part 5 - Signatures (please read Guidance Note 10)

Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent. (See Guidance Note 11). If signing on behalf of the applicant please state in what capacity.

Signature:

Date:

Capacity:

Where the premises licence is jointly held signature of the second applicant (the current premises licence holder) or second applicant’s solicitor or other authorised agent. (Please read Guidance Note 12). If signing on behalf of the applicant please state in what capacity.

Signature:

Date:

Capacity:

This Authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this Authority for the prevention and detection of fraud. The Authority may also share this information with other bodies administering public funds for these purposes.
Notes for Guidance

1. General Note: The minor variations process can only be used for variations that could have no adverse impact on the promotion of any of the four licensing objectives. (These are: the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm.)

It cannot be used to:
- extend the period for which the licence or certificate has effect;
- transfer the licence or certificate from one premises to another;
- specify, in a premises licence, an individual as the premises supervisor;
- add the sale by retail or supply of alcohol as an activity authorised by a licence or certificate;
- authorise the sale by retail or supply of alcohol at any time between 11pm and 7am;
- authorise an increase in the amount of time on any day during which alcohol may be sold by retail or supplied;
- include the alternative licence condition referred to in section 41D(3) in a premises licence.

2. Description of premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. This should include any activities in or associated with the use of the premises which may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines, etc.

3. Give full details of all the proposed variation(s). Failure to provide sufficient information may lead to the refusal of your application. Details should include a description of the proposed variation(s) in terms as precise as possible. If you are not precise, the licensing authority may decide that the changes you propose would be potentially broader in scope than you intend and reject your application as not being a ‘minor’ variation. You should also include a statement about why you consider the variations proposed could not have an impact on the licensing objectives listed in section 4(2) of the Act. You should cover each of the objectives that could possibly apply to your proposal (or if more than one, to each proposal) and say why you think there could be no adverse impact on that objective. Your application will be assisted by including as much information as you can about this. (However, there is a box at the end of the form for ‘further information’, and this should be used for any relevant background information not directly related to the variation). Relevant information includes:

   a) Variations to licensable activities/licensing hours (all timings should be given in 24 hour clock (e.g. 16.00). Only give details for the days of the week when you intend the premises to be used for the activity), such as:
   - Whether new or increased levels of licensable activities will be taking place indoors or outdoors. Indoors may include a tent;
   - Relevant further details, for example whether music will be amplified or unamplified;
   - Standard days and timing when the activity will take place, including start and finish times;
   - Any seasonal variations in timings, e.g. additional days during the summer;
   - Non-standard timings, e.g. where you wish the activity to go on longer on a particular day such as Christmas Eve.

   b) Variations to premises/club layout: If you are applying for a variation to the layout of your premises, you must include a revised plan. You should be aware that your application is likely to be refused if the proposed variation could:
   - increase capacity for drinking on the premises;
   - affect access between the public part of the premises and the rest of the premises or the street or public way, e.g. block emergency exits or routes to emergency exits; or
• impede the effective operation of a noise reduction measure.

c) **Revisions, removals and additions of conditions:** The minor variation process may be used to remove conditions which are out of date or invalid and to revise conditions which are unclear (as long as the intention and effect remains the same). It can also be used to add a new condition volunteered by the applicant or mutually agreed between the applicant and a responsible authority, such as the police or the environmental health authority (subject to impact on the licensing objectives).

d) **Variations to opening hours:** Details of any changes to hours when the premises or club is open to the public.

4. **Further information:** You should use this box to provide any additional evidence to support your claim that the proposed variation is ‘minor’ and could not have an adverse impact on the promotion of the licensing objectives.

5. **Signatures:** The application form must be signed.

6. **Authorised agent:** An applicant’s agent (e.g. solicitor) may sign the form on their behalf and, in so doing, will be confirming that they have actual authority to do so.

7. **2nd Applicant:** Where there is more than one applicant both applicants or their respective agents must sign the application form.

8. This is the address which we shall use to correspond with you about this application. This might not be the same as the address of the premises or applicant, but these addresses must also be provided.”.
Licensing Act 2003
Public Site Notice

Notice is Hereby Given that I/We

of

have made an application for a **minor variation to a premises licence/club premises certificate** held at:

For the following days/hours:

<table>
<thead>
<tr>
<th></th>
<th>Licensable Activities</th>
<th>Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From:</td>
<td>To:</td>
</tr>
<tr>
<td>Monday</td>
<td></td>
<td></td>
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<tr>
<td>Tuesday</td>
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<td>Friday</td>
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<tr>
<td>Sat</td>
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</tr>
<tr>
<td>Sun</td>
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</tbody>
</table>

Or alterations to conditions, site plans as follows:

Any persons wishing to make comments must do so in writing to the Licensing Team, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND or eMail licensing@shropshire.gov.uk **within 10 days** from the date of this notice. Applications can be viewed during normal office hours at the above address (www.shropshire.gov.uk).

Dated:

It is an offence under Section 158 of the Licensing Act 2003, knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence is up to Level 5 on the standard scale (£5,000).