



LICENSING ACT 2003

APPLICATION TO VARY A PREMISES LICENCE

Before completing this application form, please read the following instructions and the guidance notes at the end of the form.

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

I/we..... being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number

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Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference description	
Post town	Post code
Telephone number of premises if any	Non domestic rateable value of premises
	£

Part 2 – Applicant details

Surname	First Names
Postal address if different from premises address	
Post town	Post code
Daytime telephone number	E-mail address (optional)

Part 3 - Variation

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

If not when do you want the variation to take effect from_____

If 5000 or more people are expected to attend the premises at any one time, please state number expected_____.

Please give a general description of the premises (please read guidance note 1)

Part 4 – Operating Schedule

Please complete those parts of the operating schedule below which would be subject to change if this application to vary is successful

Please tick

Provision of regulated entertainment

- (a) plays (if yes, fill in box A)
- (b) films (if ticking yes, fill in box B)
- (c) indoor sporting events (if yes, fill in box C)
- (d) boxing or wrestling entertainment (if yes, fill in box D)
- (e) live music (if yes, fill in box E)
- (f) recorded music (if yes, fill in box F)
- (g) performances of dance (if yes, fill in box G)
- (h) anything of a similar description to that falling within (e), (f) and (g) (if yes, fill in box H)

Provision of entertainment facilities for

- (i) making music (if yes, fill in box I)
- (j) dancing (if yes, fill in box J)
- (k) entertainment of a similar description to that falling within (i) and (j) (if yes, fill in box K)

Provision of late night refreshment (if yes, fill in box L)

Supply of alcohol (if yes, fill in box M)

In all cases, complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both? (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
			State any seasonal variations (please read guidance note 4)		
Tues					
			Non-standard timings. Where you intend to use the premises for the performance of plays at a different time to those listed in the column on the left, please list (please read guidance note 5)		
Wed					
Thurs					
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both? (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
			State any seasonal variations (please read guidance note 4)		
Tues					
			Non-standard timings. Where you intend to use the premises for the exhibition of films at a different time to those listed in the column on the left, please list (please read guidance note 5)		
Wed					
Thurs					
Fri					
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details here (please read guidance note 3)
Day	Start	Finish	
Mon			
Tues			
Wed			State any seasonal variations (please read guidance note 4)
Thurs			
			Non-standard timings. Where you intend to use the premises for indoor sporting events at a different time to those listed in the column on the left, please list (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both? (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
			State any seasonal variations (please read guidance note 4)		
Tues					
Wed			Non-standard timings. Where you intend to use the premises for boxing or wrestling entertainment at a different time to those listed in the column on the left, please list (please read guidance note 5)		
Thurs					
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will live music take place indoors or outdoors or both? (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tues			State any seasonal variations (please read guidance note 4)		
Wed			Non-standard timings. Where you intend to use the premises for live music at a different time to those listed in the column on the left, please list (please read guidance note 5)		
Thurs					
Fri					
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			Will recorded music take place indoors or outdoors or both? (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tues			State any seasonal variations (please read guidance note 4)		
Wed			Non-standard timings. Where you intend to use the premises for recorded music at a different time to those listed in the column on the left, please list (please read guidance note 5)		
Thurs					
Fri					
Sat					
Sun					

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both? (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tues			State any seasonal variations (please read guidance note 4)		
Wed			Non-standard timings. Where you intend to use the premises for the performance of dance at a different time to those listed in the column on the left, please list (please read guidance note 5)		
Thurs					
Fri					
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Will the entertainment take place indoors or outdoors or both? (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3) and the type of entertainment you will be providing		
Tues			State any seasonal variations (please read guidance note 4)		
Wed			Non-standard timings. Where you intend to use the premises at a different time to those listed in the column on the left, please list (please read guidance note 5)		
Thurs					
Fri					
Sat					
Sun					

I

Provision of facilities for making music Standard days and timings (please read guidance note 6)			Will the facilities for making music be indoors or outdoors or both? (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3) and a description of the type of facilities you will be provided		
Tues					
Wed			State any seasonal variations (please read guidance note 4)		
Thurs					
Fri			Non-standard timings. Where you intend to use the premises for the provision of facilities for making music entertainment at a different time to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both? (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3) and give a description of the facilities to be provided		
Tues					
Wed			State any seasonal variations (please read guidance note 4)		
Thurs					
Fri			Non-standard timings. Where you intend to use the premises for the provision of facilities for dancing at a different time to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

K

Provision of facilities for entertainment of a similar description to that falling within I or J Standard days and timings (please read guidance note 6)			Will the facilities be indoors or outdoors or both? (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3) and a description of the type of entertainment facility you will be providing		
Tues					
Wed			State any seasonal variations (please read guidance note 4)		
Thurs					
Fri			Non-standard timings. Where you intend to use the premises for the provision of facilities at a different time to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the late night refreshment be indoors or outdoors or both? (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tues					
Wed			State any seasonal variations (please read guidance note 4)		
Thurs					
Fri			Non-standard timings. Where you intend to use the premises for the provision of late night refreshment at a different time to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

0

Hours the premises will be open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon			Non-standard timings. Where you intend to open the premises to the public at a different time to those listed in the column on the left, please list (please read guidance note 5)
Tues			
Wed			
Thurs			
Fri			
Sat			
Sun			

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking

I have enclosed the premises licence

I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes, please give the reasons for not including the licence or part of it below

P

Describe the steps you intend to take to promote the four licensing objectives as a result of the proposed variation

(a) general – all four licensing objectives (b, c, d, e) (please read guidance note 9)

(b) the prevention of crime and disorder

(c) public safety

(d) the prevention of public nuisance

(e) the protection of children from harm

Checklist

- I have made or enclosed payment of the fee
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I understand that I must now advertise my application
- I have enclosed the premises licence or part of it or explanation
- I understand that if I do not comply with the above requirements, my application will be rejected

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 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant’s solicitor or other duly appointed agent (please read guidance note 11) **If signing on behalf of the applicant, please state in what capacity**

Signature.....

Date.....

Capacity.....

Signature of second applicant or second applicant’s solicitor or other duly appointed agent (please read guidance note 12) **If signing on behalf of the applicant, please state in what capacity**

Signature.....

Date.....

Capacity.....

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Post town and post code

Telephone number (if any)

E-mail address (optional)

Notes for Guidance

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under Section 17 of the Licensing Act 2003.

1. Describe the premises. For example, the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off supplies of alcohol and you intend to provide a place for consumption of these off supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure, please tick as appropriate. Indoors may include a tent.
3. For example, the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively) where you wish the activity to go on longer on a particular day, e.g. Christmas Day.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for activity.
7. If you wish people to be able to consume alcohol on the premises, please tick on. If you wish people to be able to purchase alcohol to consume away from the premises, please tick off. If you wish people to be able to do both, please tick both.
8. Please give information about anything intended to occur at the premises or ancillary to 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, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example, Solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants, or their respective agents, must sign the application form.
13. This is the address which we shall use to correspond with you about this application.