



**Application for a minor variation to a premises licence or club premises certificate under the Licensing Act 2003**

Please read the accompanying notes (at the end of this form) as you complete it, **especially note 1.**

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(s) of applicant*)

being the premises licence holder(s) or club holding a club premises certificate, apply to vary a

**premises licence under section 41A**

OR

**club premises certificate under section 86A**

of the Licensing Act 2003 for the premises described in Part 1 below.

Premises licence number or club premises certificate number:
<b>32UH...</b>

Part 1 - premises details			
Postal address of premises or, if none, ordnance survey map reference or 'what3words' reference or description			
Post town		Postcode	
Phone number at premises ( <i>if any</i> )			
Email address ( <i>if any</i> )			

Brief description of premises (see note 2)

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*Please tick to confirm*

I am / we are the premises licence holder or club premises certificate holder

### Part 2 - applicant details

Phone number:			
Email address:			
Current postal address if different from premises address			
Post town		Postcode	

### Part 3 - proposed variation(s)

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

Yes                  No\*

\*If not, when do you want the variation to take effect from?

DD   MM   YYYY

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**Please describe the proposed variation(s) in detail on the next page and explain why you consider that they could not have an adverse effect on the promotion of any of the licensing objectives (see note 1).**

**This should include whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent).**

Details of proposed variation(s) (*see note 3*)

## Part 4 - operating schedule

Please tick those parts of the operating schedule **which would be subject to change** if this application to vary were successful.

### Provision of regulated entertainment

*Please tick all that apply*

- 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) or (g)

### Provision of entertainment facilities for

*Please tick all that apply*

- i) making music
- j) dancing
- k) entertainment of a similar description to that falling within (i) or (j)

### Provision of late night refreshment

### Sale by retail of alcohol\*

***\*note that this can only relate to reducing licensed hours, or moving them (without an overall increase between 7am and 11pm)***

**Enclosures:**

*Please tick to confirm*

- I have enclosed the premises licence/club premises certificate\*
- I have enclosed the relevant part of the premises licence or club premises certificate\*
- I have included a copy of the plan (required if the proposed variation will affect the layout)

\*If you haven't ticked one of these boxes, please explain why you haven't enclosed the premises licence or club premises certificate or relevant part of it:

Any further information to support your application (see note 4)

**Checklist:**

*Please tick to confirm*

- I have made or enclose payment of the fee (see page 8)
- I have enclosed a plan, if appropriate, of the premises
- I have enclosed the premises licence or club premises certificate, or relevant part of it, or provided an explanation in the box above
- I understand that if I do not comply with the above requirements my application will be rejected
- I understand that I must now advertise my application by displaying a white notice at / on the premises for ten consecutive working days (starting the day after my application is submitted)

**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** (see guidance note 5)

Complete the below if this application is in relation to a premises licence.

Complete page 7 if this application is in relation to a club premises certificate.

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (see note 6)

Signature		If unable to provide a digital signature please type name to the right:	
Date			
Capacity			

If signing on behalf of the applicant, please state your name and in what capacity you are authorised to sign:

Name	
Company	
Capacity	

**Where the premises licence is jointly held**, signature of 2<sup>nd</sup> applicant (the current premises licence holder) or 2<sup>nd</sup> applicant's solicitor or other authorised agent (see note 7). If signing on behalf of the applicant please state in what capacity.

Signature		If unable to provide a digital signature please type name to the right:	
Date			
Capacity			

If signing on behalf of the 2<sup>nd</sup> applicant, please state your name and in what capacity you are authorised to sign:

Name	
Company	
Capacity	

**Complete the below if this application is in relation to a club premises certificate.**

**Complete page 6 if this application is in relation to a premises licence.**

\_\_\_\_\_

I *(insert full name)* .....

**make this application on behalf of the club and have authority to bind the club**

Signature		If unable to provide a digital signature please type name to the right:	
Date			
Capacity			

If signing on behalf of the applicant, please state your name and in what capacity you are authorised to bind the applicant:

Name	
Company	
Capacity	

**Contact details**

Contact name			
Address for correspondence associated with this application <i>(see note 8)</i>			
Post town		Postcode	
Phone number:			
Mobile number:			
Email address:			

Information on the Licensing Act 2003 is available on [www.legislation.gov.uk](http://www.legislation.gov.uk) or from West Lindsey District Council via [licensing@west-lindsey.gov.uk](mailto:licensing@west-lindsey.gov.uk) or 01427 676676

**Please return this form with your supporting documents and the fee of £89\* to:**  
[licensing@west-lindsey.gov.uk](mailto:licensing@west-lindsey.gov.uk)

\* Payment can be made by credit/debit card over the phone with customer services (01427 676676, option 6) or in person at the address above. If paying by cheque please make it payable to 'WLDC'. To pay by bank transfer please use the details below:

**Account name:** West Lindsey District Council

**Sort code:** 30-00-02

**Account number:** 04066818

**Ref:** (your licence number which starts 32UH...)

**Amount:** £89

*For office use: payment code 6007-40098-41162*

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**If submitting your application by post, this form must be sent to:**

Licensing  
West Lindsey District Council  
Guildhall  
Marshall's Yard  
Gainsborough  
Lincolnshire  
DN21 2NA

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**Privacy Notice:** We will use the information you give us to (a) do the tasks we need to do for the job shown in the title of this form (b) carry out any of our official business (c) stop fraud or crime. To find out more about why we need your information, what we do with it and how to contact us if you have any concerns or questions please read our privacy notice. This can be viewed using the following link: [www.west-lindsey.gov.uk/licensing-privacy/](http://www.west-lindsey.gov.uk/licensing-privacy/)

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 for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.west-lindsey.gov.uk/fairprocessingnotice](http://www.west-lindsey.gov.uk/fairprocessingnotice) or contact the finance department on, 01427 676560 or email [FinanceTeam@west-lindsey.gov.uk](mailto:FinanceTeam@west-lindsey.gov.uk)

## Notes

1. 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. 2<sup>nd</sup> 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.