

# Minor Variations to Premises Licences and Club Premises Certificates

## The holder of a Premises Licence or Club Premises Certificate can apply to make minor variations to their licence/certificate

The application for a minor variation could be used; to make minor changes to the layout of the premises, to add some activities to the licence, e.g. regulated entertainment, to remove out of date, irrelevant or unenforceable conditions or the addition of volunteered conditions provided that the variation does not have an adverse effect on any of the licensing objectives.

Changes to layout should be referred to the full variation process if they could potentially have an adverse impact on the promotion of the licensing objectives, for example by:-

- Increasing the capacity for drinking on the premises
- Affecting 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
- Impeding the effective operation of a noise reduction measure such as an acoustic lobby.

However, this procedure **may not** be used to:-

- Extend the period of which the licence has effect
- Vary substantially the premises to which it relates
- Change the Designated Premises Supervisor
- Add the sale or supply of alcohol
- Authorise the supply of alcohol at any time between 23.00 hours and 07.00 hours.
- Authorise an increase in the amount of time on any day during which alcohol may be sold or supplied

It will be necessary to advertise the application by displaying a notice on the premises for a period of 10 working days; beginning on the working day after the application is made. The notice should be on white paper and placed on the premises in a position where people can see it without the need for them to enter the premises.

Once a full, valid application has been received, the Council shall consult with the Relevant Authorities (Police, Fire and Rescue Service, Environmental Health etc). If no objections are received, within the 10 working day consultation period, we shall grant the variation. If, however, we receive objections that show that the application may have an adverse effect on any of the licensing objectives we are obliged to reject the application and it would then be necessary to make an application for a full variation of the licence or certificate.

Local residents who would be affected by the variation can also make objections.

The form to make application for a minor variation should be completed and forwarded, together with the fee of £89.00 to:- The Licensing Department, Amber Valley Borough Council, Town Hall, Ripley, DE5 3XE. Cheques should be made payable to 'Amber Valley Borough Council'.