



Premises Licence - Minor Variation Information Pack

If you already hold a Premises Licence or Club Premises Certificate issued by Suffolk Coastal or Waveney District Councils or East Suffolk Council then you will have some form of authorisation to carry out one or more licensable activities.

The minor variation process can be used to make variations to a licence or certificate, but only those variations that would have no adverse impact on the promotion of any of the four licensing objectives: namely, the prevention of crime & disorder, public safety, the prevention of public nuisance, and the protection of children from harm.

Minor variations generally fall into four categories:

- Minor changes to the structure or layout of the premises;
- Small adjustments to licensing hours;
- The removal of out of date, irrelevant or unenforceable conditions or addition of volunteered conditions;
- The addition of certain licensable activities.

The minor variation process 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 or supply of alcohol as an activity authorised by a licence or certificate;
- Authorise the sale or supply of alcohol at any time between 23:00hrs and 07:00hrs.
- Include the alternative licence condition referred to in section 41D(3) in a premises licence.

In all cases the overall test will be whether the proposed variation could impact adversely on any of the four licensing objectives and the combined effect of a series of applications would also need to be considered.

The determination of a minor variation application will be made within a period of fifteen working days beginning on the first working day after the application is accepted by the Licensing team.

There will be no refund for a refused application so we encourage consultation with a member of the licensing team prior to application.

How to apply

You will need to:

- Complete the appropriate application form – if you require assistance please make an appointment to see a member of the Council’s Licensing Team.
- Supply the correct fee: £ 89.00
Cheques should be made payable to East Suffolk Council or payment can be made using credit/debit cards by telephoning 01394 444802.
- Advertise the application by means of a Notice displayed on the Premises. A template is provided on page 3.

Return your completed application and supporting documents to:

**East Suffolk Council
Licensing Team
Riverside
4 Canning Road
Lowestoft NR33 0EQ
Tel: 01394 444802**

Alternatively you can submit your application and supporting documents via email:
Licensing@eastsuffolk.gov.uk

It is an offence to knowingly or recklessly make a false statement in connection with an application for a premises licence. To do so may result in prosecution and a fine of up to £5000.

How to contact us

If you need further information about licensing, please contact us on:

Telephone: 01394 444802
E-mail: licensing@eastsuffolk.gov.uk

If you would like us to check your application before submitting it you must make an appointment before coming to the office or you can email it to Licensing@eastsuffolk.gov.uk

LICENSING ACT 2003

MINOR VARIATION OF PREMISES LICENCE/CLUB PREMISES CERTIFICATE

Proposed Minor Variation:

Name of Applicant:

Postal Address of Premises:

This application may be viewed at:

East Suffolk Council

East Suffolk House, Riduna Park	and	Riverside
Station Road, Melton		4 Canning Road
Woodbridge		Lowestoft
Suffolk IP12 1RT		Suffolk NR330EQ

Dates between which representations may be made to the Licensing Authority:

Start Date:

Closing Date:

Representations must be made in writing to the Licensing Team, East Suffolk Council (as the Licensing Authority) at the above address, or by e-mail to: licensing@eastsuffolk.gov.uk

It is an offence 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 £5000.



Certificate of Posting Notice

I (name of applicant) _____

of (name and address of premises) _____

POSTCODE _____

Hereby certify that on _____ (Insert date)

I affixed a copy of the **ATTACHED** notice in accordance with the following requirements:

- At or on the above premises where it can conveniently be read from the outside.
- At every 50 meters along the external perimeter of the premises abutting the highway (Note: this is only required if the premises cover an area of more than 50 square meters)
- This notice will be displayed for at least ten working days from the above date.

Signed _____

Dated _____