

## Licensing Act 2003 - Premises Licence Minor Variation

To change the hours, add licensable activities, add or remove conditions, amend the layout or change the plan on a Premises Licence requires a variation application to be made.

There are two types of variation applications, minor and full, that can be applied for dependant on the type of changes being made.

A minor variation can only be used for variations that would have no adverse impact on the promotion of any of the four licensing objectives. 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 relating to Community premises.

### Application Guidance

#### Application form:

Application forms are available from Licensing Team or website [www.coventry.gov.uk](http://www.coventry.gov.uk).

You need to:

- Complete Application form and send to Licensing team
- Include plan of the premises (if required by the variation)
- Advertise your application on the premises for 10 working days
- Fee of £89

If you do not comply with the above requirements your application will be rejected.

#### Post your application to

Licensing Team, Coventry City Council, PO Box 15, Earl Street, Coventry, CV1 5RR (Tel 024 7697 5496 )

#### Advertisement of applications

The application must be advertised on an A4 white notice at the premises for 10 working days, **starting from the day after the application is received** by the Local Authority. It must contain a brief description of the proposed variation.

# LICENSING ADVICE

Notices shall state—

- (i) the name of the applicant;
- (ii) the postal address of the premises, if any, or if there is no postal address for the premises a description of those premises enough to enable the location and extent of the premises or to be identified;
- (iii) the postal address and, where applicable, the worldwide web address where the register of the relevant licensing authority is kept and where and when the record of the application may be inspected;
- (iv) the date by which a responsible authority or other person may make representations to the relevant licensing authority;
- (v) that representations shall be made in writing; and
- (vi) that 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.

**For Example:** If you have and delivered your application form to the Licensing team by hand, email, online on the 1st May 2012, then your 10 days will not commence until the 2<sup>nd</sup> May 2012. This would make your last day for representation to be 11<sup>th</sup> May 2012.

Please note that if you are sending the application through the post the date is not from when you posted it, it is from the day after the Licensing Authority have received it, please telephone to ensure when this date is prior to advertising.

If you are unsure on the correct date to enter on your advertisement, then please contact the Licensing Team who can help you with the date.

**Please note:** Coventry City Council accepts no Liability if the date entered on the newspaper advert or white notices is incorrect. If the date is incorrect your application will be invalid. You would have to resubmit the full application, this incurring further costs to advertise again. If in any doubt of your date, then please contact the Licensing Team.

The timescale for the licensing authority to process and determine a minor variation is 15 working days.

For further advice, please contact:

**Licensing Team**  
**Coventry City Council**  
**PO Box 15**  
**Earl Street**  
**Coventry**  
**CV1 5RR**

# LICENSING ADVICE



Regulatory Services  
Licensing Team

Telephone: **024 7697 5496**  
E Mail: [licensing@coventry.gov.uk](mailto:licensing@coventry.gov.uk)  
Web site: [www.coventry.gov.uk](http://www.coventry.gov.uk)



Awarded for excellence

**If you would like this information in another format  
or language please contact us.**

Telephone: (024) 7697 5496  
email: [licensing@coventry.gov.uk](mailto:licensing@coventry.gov.uk)