



Licensing Section, Town Hall, The Boulevard, Crawley, West Sussex, RH10 1UZ

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form, please read the Guidance Notes at the end of the form, 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 in black ink. Use additional sheets if necessary. Once completed please send your application to the relevant licensing authority. You may wish to keep a copy of the completed form for your records.

(Insert name(s) of applicant)

being the premises licence holder(s) / club holding a club premises certificate, apply to vary a premises licence under section 41A / club premises certificate under section 86A of the Licensing Act 2003 for the premises described in Part 1 below.

Part 1 – Premises Details

Postal address of premises (or, if none, ordnance survey map reference, or description)

Post town	Post code

Telephone number at premises (if any)

Premises licence number/club premises certificate number

Part 2 – Applicant Details

I am / we are the premises licence holder/club premises certificate holder. *(Please delete as appropriate)*
Contact phone number in working hours (if any)

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Applicant Postal Address IF DIFFERENT FROM PREMISES ABOVE

Post town

Post code

Please provide email address if you would prefer us to contact you by email (optional)

Part 3 – Proposed variation(s)

Do you want the proposed variation to have effect as soon as possible? Yes No *Please tick box*

Day Month Year

If not, from what date do you want the variation to take effect?

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Do you want the proposed variation to have effect in relation to the introduction of the late night levy?
(Please see Guidance Note 3) Yes No

Please describe the proposed variation(s) in detail in the box below and explain why you consider that they could not have an adverse effect on the promotion of any of the licensing objectives (See Guidance 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 variations (Please see Guidance Note 4)

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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 read guidance note 5)

	<i>Please cross box</i>
a. plays	<input type="checkbox"/>
b. films	<input type="checkbox"/>
c. indoor sporting events	<input type="checkbox"/>
d. boxing or wrestling entertainment	<input type="checkbox"/>
e. live music	<input type="checkbox"/>
f. recorded music	<input type="checkbox"/>
g. performances of dance	<input type="checkbox"/>
h. anything of a similar description to that falling within (e), (f) or (g)	<input type="checkbox"/>

Provision of late night refreshment	<input type="checkbox"/>
Sale by retail of alcohol (Note that this can only relate to reducing licensed hours, or moving them without any overall increase between 7am and 11pm)	<input type="checkbox"/>

Enclosures (Please tick to indicate you have enclosed the following);

I have enclosed the premises licence/club premises certificate

I have enclosed the relevant part of the premises licence/club premises certificate

I have included a copy of the plan
(necessary if the proposed variation will affect the layout)

If you have not ticked one of the previous three boxes, please explain why in the box below.

Reasons why you have failed to enclose the premises licence/club premises certificate or relevant parts.

Any further information to support your application. (See Guidance Note 6)

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IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT

Part 5 – Signatures and Contact Details

(See Guidance Note 7)

Premises Licence: Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent. (See Guidance Note 8) If signing on behalf of the applicant, please state your name and in what capacity you are authorised to sign:

Signature:		Date:	
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Capacity: I / We (insert full name and capacity)

sign on behalf of and have authority to bind the applicant.

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent (See Guidance Note 9). If signing on behalf of the applicant please state in what capacity.

Signature:		Date:	
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Capacity: I / We (insert full name and capacity)

sign on behalf of and have authority to bind the applicant.

Where the premises is a club;

I (insert full name)

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

Signature:		Date:	
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Capacity: I / We (insert full name and capacity)

sign on behalf of and have authority to bind the applicant.

Contact name (where not previously given) and address for correspondence associated with this application. (See Guidance Note 10)

Post town	Post code
Telephone number (if any)	Email address (optional)

Notes for Guidance

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 shou

