

Policy for 'minor' amendments to Premises Licences and Club Premises Certificates

- The Licensing Section receive an enquiry from a premises licence holder or a club premises certificate holder regarding a variation to the licence/certificate.
- After consideration by the Licensing Officer the variation is considered to be 'minor' (For example, but not exclusively, the removal of a condition already covered by the legislation or a minor change in the layout of the interior of the premises.)
- Consultations are held with the Head of Planning and Environment and the Chairman of the Licensing Act Committee to discuss the variation request.
- If it is agreed that the variation is 'minor' the licence/certificate holder is advised to put the request in writing. In all cases the Police would be consulted and depending on the nature of the variation any other relevant Responsible Authority (For example variations involving children to be referred to Social Services and noise variations to Environment Protection).
- If it is not agreed that the variation is 'minor' or if the Police or other RA raise concerns then the applicant would be advised to apply for a variation under the Act.