

Minor Variation for Premises Licence or Club Premises Certificate

A Premises Licence Holder can apply for a Minor Variation if they wish to make minor alterations to the current Licence/Certificate. A Minor Variation could be applied for if the variation(s) to the premises licence or club premises certificate would not impact adversely on the licensing objectives.

The Licensing Authority must consult relevant responsible authorities if there is any doubt about the impact on the variation on the licensing objectives and need to take their specialist advice, or views into account for reaching a decision.

If there is any doubt or concern from the responsible authorities then they may object to the Minor Variation and the applicant will be required (if they wish to pursue with their variation) to submit and apply for a full variation.

Minor Variations will 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- The removal of out of date, irrelevant or unenforceable conditions or addition of volunteered conditions;
- and the addition of certain licensable activities.

The application fee is £89 and can be paid by cash, cheque (payable to Chesterfield Borough Council) or by card.

There is no requirement to place an advert in the local newspaper or to send copies of the application form to the Responsible Authorities.

An application form and plan of the premises, and application fee are required to be submitted to the Council.

There is a requirement for the applicant to advertise details on the prescribed notice on the premises for ten working days starting on the day after the day on which the application was given to the Licensing Authority. (The notices are on white paper and are provided by the Licensing Section please contact 01246 345230).

The notice must be prominently displayed at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises. A premises covering an area of more than 50 metres square, a further notice must be displayed at every 50 metres along the external perimeter of the premises abutting any highway.

The Council have to decide (within 15 working days from the day after the day the application was submitted to the Council) whether to grant or refuse the application.