

# LICENSING ACT 2003

## MINOR VARIATION OF PREMISES LICENCE

**Name of Applicant:**

.....

**Name and Address of Premises:**

.....

.....

.....**Post Code**.....

have/has\* (*\*delete as applicable*) applied to Chesterfield Borough Council for a minor variation of a Premises Licence in respect of the premises.

The minor variation applied for is to:

.....

.....

.....

.....

.....

.....

A copy of the application may be inspected at the Licensing Counter, Customer Service Centre, 85 New Square, Chesterfield S40 1AH. Any interested party or responsible authority who wishes to make objections/ representations to Chesterfield Borough Council must do so no later than.....(a) (10 working days on the day after the day the application was submitted to the Local Authority), and such representations must be made in writing and addressed to The Licensing Section, Customer Service Centre, 85 New Square, Chesterfield S40 1AH. Objections can be E-mailed to [Licensing@Chesterfield.gov.uk](mailto:Licensing@Chesterfield.gov.uk) by the date shown in (a). E-mail objections must be confirmed in writing within three working days from the date shown in (a) otherwise the objection may not be taken into consideration.

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.

Signed:.....(Applicant/on behalf of the applicant)

Dated.....

(see overleaf for guidance notes)

## **GUIDANCE NOTES**

### **IMPORTANT - PLEASE READ CAREFULLY**

Please complete the Notice legibly in black ink or typed in a font of a size equal to or larger than 16 - the Notice is in a font of size 16. Please note that the words which form the heading of the Notice must be in a font size equal to or larger than 32. The remainder of the notice must be in a font size equal to or larger than 16.

The Notice must be of a size equal or larger than A4. This Notice is size A4.

The Notice must be printed on white paper.

The Notice must be displayed prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises and if any part of the external perimeter of the premises that is 100 or more metres in length abuts a public highway or other place accessible to the public, by displaying such a notice at least every 50 metres along that part of the perimeter.

The Notice must be kept on display for a period of no less than 10 working days starting on the day after the day on which the application was given to Chesterfield Borough Council.

The Licensing Counter is currently open at the following times:-  
Monday, Wednesday and Friday between 10.00 am and 12.00 noon  
Monday, Tuesday, Wednesday, and Thursday between 1.00 pm and 4.00 pm  
Friday between 1.00 pm and 3.30 pm

A copy of the white notice needs to be provided to:-

The Licensing Section  
Customer Service Centre  
85 New Square  
Chesterfield  
Derbyshire  
S40 1AH

Telephone Number: 01246 345230

E-mail Address: [Licensing@Chesterfield.gov.uk](mailto:Licensing@Chesterfield.gov.uk)