



Application for a Minor Variation to a Premises Licence or Club Premises Certificate under the Licensing Act 2003.

Before completing the attached form you are advised to read the notes for guidance (1-10) printed on pages 6 to 9 of the application form, to ensure that the application meets the criteria listed.

In addition, before completing this form please read the Council's Licensing Policy, the Guidance documents issued under Section 182 of the Licensing Act by the Department for Culture, Media and Sport (available at www.culture.gov.uk).

If you are completing the attached form by hand please write legibly in **block capitals**. In all cases ensure that your answers are inside the boxes and **written in black ink**. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

Applicants are **strongly encouraged** to consult the Licensing Authority, responsible authorities (See Appendix B of the Council's Licensing Policy), local businesses and residents whilst preparing their operating schedules. The Licensing Authority firmly believes that this will assist applicants in identifying potential problems so that they can be addressed before they occur, and allay the fears of such businesses and residents as to the impact of the application.

Advertisement of applications (see attached example)

Public Notice

The person making the application shall advertise the application for ten working days, beginning on the first working day after the day on which the application was given to the licensing authority and ending at the expiry of the ninth consecutive working day after that day.

- (a) by displaying a notice which complies with paragraph (2) prominently at or on the premises to which the application relates so that it can be conveniently read from the exterior of the premises, and
- (b) if any part of the external perimeter of the premises that is one hundred or more metres in length abuts a public highway or other place accessible to the public, by displaying such a notice at least every fifty metres along that part of the perimeter.

The notice must comply with the requirements of regulation 26A.

- (a) it is –
 - (i) white,
 - (ii) of a size equal to or larger than A4,
 - (iii) printed legibly in black ink or typed in black

(b) it includes the following information –

- (i) in the case of an application under section 41A, at or near the top of the notice the heading ‘Licensing Act 2003: Minor Variation of Premises Licence’,
- (ii) in the case of an application under section 86A, at or near the top of the notice the heading ‘Licensing Act 2003: Minor Variation of Club Premises Certificate’,
- (iii) a brief description of the proposed variation or variations,
- (iv) the name of the applicant or club,
- (v) the postal address of the premises or club premises, if any, or if there is no postal address for the premises a description of those premises sufficient to enable the location and extent of the premises or club premises to be identified,
- (vi) 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,
- (vii) the date by which an interested party may make representations to the relevant licensing authority,
- (viii) 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 of the offence;

(c) the information referred to in subparagraph b(i) or (ii) above is printed or typed in a font of a size equal to or larger than 32;

(d) the remainder of the notice is printed or typed in a font of a size equal to or larger than 16.

*A specimen Public Notice is attached.

Plans

A plan of the premises must accompany the application and shall comply with the following: -

1. Unless the relevant licensing authority has previously agreed in writing with the applicant following request by the applicant that an alternative scale plan is acceptable to it, in which case the plan shall be drawn to that alternative scale, the plan shall be drawn in standard scale, where 1 millimetre represents 100 millimetres.

The plan shall show -

(a) the extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises;

(b) the location of points of access to and egress from the premises;

(c) if different from paragraph (b), the location of escape routes from the premises;

(d) in a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity;

(e) in a case where an existing licensable activity relates to the supply of alcohol, the location or locations on the premises which is or are used for consumption of alcohol;

- (f) fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;
 - (g) in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
 - (h) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
 - (i) in a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
 - (j) the location and type of any fire safety and any other safety equipment; and
 - (k) the location of a kitchen, if any, on the premises.
2. The plan may include a legend through which the matters mentioned or referred to above are sufficiently illustrated by the use of symbols on the plan.

Application Fee

The application fee per application is £89.

All cheques should be made payable to Carmarthenshire County Council.

Contact Details

Licensing Section
Department for Communities
Carmarthenshire County Council
3 Spilman Street
Carmarthen
Carmarthenshire
SA31 1LE
Tel No. 0845 6580445
e-mail: PublicProtection@Carmarthenshire.gov.uk
Fax No. 01267 229141

As a public body, we are under a duty to protect the public funds that we administer, and to this end may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information see the Council's website or contact this department.

Public Notice

Licensing Act 2003: Minor Variation of Premises Licence / Club Premises Certificate

I/We (1)

Do hereby give notice the I/we have applied to Carmarthenshire
County Council for a minor variation to the (2) Premises Licence / Club
Premises Certificate at
(3)

And known as (4)

The application is to:- (5)

Any person wishing to make representations to this application may
do so in writing to Head of Homes & Safer Communities,
Carmarthenshire County Council, 3 Spilman Street, Carmarthen,
SA31 1LE or by email to PublicProtection@carmarthenshire.gov.uk

Not later than (6)

Representations received after this date cannot be considered.

A copy of the application can be viewed at the above council office
on the following days and times:

Mondays to Thursdays 08:45am - 5:00pm; Fridays 08:45 - 4:30pm.

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 not
exceeding £5,000.

Signed:

Applicant / on behalf of the applicant

Dated:

- (1) insert name of applicant (normally holder of Premises Licence or Club Premises Certificate)
- (2) Delete as applicable
- (3) Insert postal address of the premises
- (4) Insert name premises is known by
- (5) Insert brief description of proposed variation
- (6) Insert date 10 working days beginning the day after the application is given to the local authority