

## Guidance for Premises Licence/Club Premises Certificate Minor Variation

### Advertising the application

Applications for a minor variation of a licence/club premises certificate must be advertised by displaying a notice in at least one place at, or on, the site of the premises concerned for a continuous period starting on the first working day following the day the application was given to the licensing authority, and ending on the tenth working day. In the case of a premises covering an area of more than 50 metres square, a further notice must be displayed every fifty metres along the external perimeter of the premises abutting any highway.

The notice **must** contain the following information:

- If applying for additional licensable activities, the activities and hours applied for
- In the case of plan amendments, if this will entail an increase to the licensed area, this **must** be made clear on the notice
- If the variation includes removing or amending conditions, this must be included in the notice, stating which conditions are to be removed or amended

*(Please note that the Window Notice must be printed on **white paper** of at least **A4 size**. The notice must clearly state at the top “**Licensing Act 2003 Minor Variation of Premises Licence**” or “**Licensing Act 2003 Minor Variation of Club Premises Certificate**,” whichever the case may be, in a minimum **font Size 32**, the remainder of the text on the Notice must be in a minimum **Size 16 font**)*

**A copy of the window notice will need to be submitted as part of your application to ensure that the correct information is displayed. Please be advised that, if the notice is checked and found to contain errors, or is not displayed, you will be asked to make the relevant amendments and restart the consultation period.**

Please read the guidance notes attached to the application form before submitting your application.

The Minor Variations process can only be used for variations that could have **NO** adverse impact on the promotion of any of the four licensing objectives. If the Licensing Authority considers that the variation could have an adverse impact on any of the four licensing objectives, it must reject the application. In such cases, applicants are advised to submit a full variation application.

The completed application form, together with the required fee, the plans (if appropriate), and the **original premises licence/club premises certificate** (if this is not practicable, a statement of the reasons for the failure to provide the licence must be submitted) should be sent to the Licensing Team at Council Offices, 37 Pembroke Road, London W8 6PW. Cheques, etc. should be made payable to the Royal Borough of Kensington & Chelsea. Payment may also be

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made by credit card, either in person at Council Offices at the above address, or by telephone on 020 7341 5152.

Applicants are reminded that the submission of an application to the Council does not constitute consent for the proposed alteration to the licence/certificate. The application will be considered after allowing time for the receipt of comments and consultation with other authorities.

**Incomplete application forms will not be accepted under any circumstances and will be returned directly to the sender. Please also ensure that any plans submitted are in accordance with regulations; a checklist can also be downloaded from this website.**