

Wiltshire Council



Where everybody matters

GUIDANCE NOTES

APPLICATION TO VARY A PREMISES LICENCE

An existing Premises Licence can be varied to take account of changes in the licensable activities allowed at the premises, the times at which those activities can take place and minor changes in the layout or size of the premises. Where a premises is being substantially altered, in terms of layout, size or character (for example a small restaurant being doubled in size and converted into a nightclub), then it may be more appropriate to apply for a new Premises Licence.

Page 1

Only the existing Premises Licence Holder can apply to vary a Premises Licence. If you are taking over an existing premises you will need to complete an Application for Transfer before you submit an application to vary.

Page 2

Please indicate when you wish the variation to take effect from. Note that it will take a minimum of four weeks to grant a variation and longer if relevant representations are received.

Please summarise your proposals in the box on page 2, eg:

"To allow live music to take place in the Bar Room from 20.00 hrs to midnight on Fridays and Saturdays. To extend the hours for sale of alcohol to 01.00 hrs Thursday to Saturday night."

Page 3

Please tick the boxes for those things you wish to change and leave the boxes blank for those things which will remain the same.

If the proposed change involves a change in the building rather than the type or times of licensable activity please tick all of the boxes for licensable activities that will take place in the altered building.

Page 4 -16

Please complete the corresponding boxes A to M for the licensable activity you wish to change. If there is no change in a particular licensable activity please leave that box blank.

Where there is a change in a licensable activity please complete the time boxes to reflect the total hours now sought.

Please list activities that may give rise to concern in respect of children or indicate `none` if there are not any.

Page 17

If you are seeking to have conditions removed from your licence please list them in the box or attach a separate sheet.

Page 19

With new applications you are advised to consult each of the Responsible Authorities before submitting your application to vary. The Responsible Authorities will then be able to advise you what they would expect to see in terms of additional steps in your Operating Schedule. For example, if you are intending to provide live music for the first time, there may be a need for additional noise control measures to prevent public nuisance.

Page 20

- The correct fee must be enclosed with the Application - please see page 3 of these Guidance Notes.
- A copy of the application must be sent to each of the Responsible Authorities - please see page 4 of these Guidance Notes.
- The Application must be advertised in a local paper and by placing a notice in a clearly visible position on the premises - please see page 6 of these Guidance Notes. Please indicate in which publication your application has been advertised.
- You must include your existing Premises Licence or relevant parts of the Licence with your application. In most cases this will mean the whole Licence. **You should retain the Premises Licence Summary on the premises and keep it displayed.**

SUMMARY OF FEES

| NATIONAL NONDOMESTIC RATEABLE VALUE OF PREMISES TO BE LICENSED | BAND | FEE PAYABLE WITH EVERY PREMISES OR CLUB PREMISES CERTIFICATE APPLICATION/VARIATION OF LICENCE | ANNUAL FEE PAYABLE ON ANNIVERSARY OF DATE LICENCE COMES INTO EFFECT | FEE PAYABLE FOR CHANGE OF DETAILS, LOSS OR THEFT |
|--|------|---|---|--|
| ZERO to £4300 | A | £100 | £70 | £10.50 |
| £4300 to £33,000 | B | £190 | £180 | £10.50 |
| £33,000 to £87,000 | C | £315 | £295 | £10.50 |
| £87,000 to £125,000 | D | £450 | £320 | £10.50 |
| £125,000 and above | E | £635 | £350 | £10.50 |

| LICENCE TYPE | FEE PAYABLE | FEE PAYABLE FOR CHANGE OF DETAILS, LOSS OR THEFT |
|------------------------|-------------|--|
| Personal Licence | £37 | £10.50 |
| Temporary Event Notice | £21.00 | N/A |

| APPLICATION TYPE | FEE PAYABLE |
|--|-------------|
| To vary licence to specify individual as Premises Supervisor | £23.00 |
| For the Transfer of a Premises Licence | £23.00 |
| Interim Authority Notice following death etc of Licence Holder | £23.00 |
| For a Provisional Statement where premises is being built etc | £315.00 |
| Right of Freeholder etc to be notified of licensing matters | £21.00 |

*** All cheques should be made payable to `Wiltshire Council`**

RESPONSIBLE AUTHORITIES

A copy of the completed application including copies of the plans must be sent to the following:

The original application with all attached documentation and the required fee must be sent to the following:

The Licensing Officer
Wiltshire Council
Public Protection Services and Licensing
(Relevant Main Office Address – See List Below)

A copy of the complete application must also be sent to:

1. The Licensing Officer
Wiltshire Police
Trowbridge Police Station
Polebarn Road
Trowbridge
Wiltshire
BA14 7EP
2. Wiltshire Council
Public Protection Services
Pollution Team
(Relevant Main Office Address – See List Below)
3. Wiltshire Council
Planning Department
(Relevant Main Office Address – See List Below)
4. Wiltshire Fire & Rescue Service
Fire Safety Department
Fire Station
Hilperton Road
Trowbridge
Wiltshire
BA14 7JB
5. Wiltshire Council
Public Protection Services
Trading Standards Department
The Chestnuts
Bythesea Road
Trowbridge
Wiltshire BA14 8JD

NOTE: If the premises is one for which the Health and Safety Executive (HSE) is responsible for enforcing the HASAWA, (these will include schools and other Local Authority premises, Government property, factories and underground stores), copies must be sent to the following:

1. The Services Group
Health and Safety Executive
The Pithay
Bristol
BS1 2ND
Email: keith.derrick@hse.gsi.gov.uk

Wiltshire Council has four main offices where correspondence can be sent. Please use the Office covering the area in which the premises are situated. Contact details are as follows:

Chippenham: **Wiltshire Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER**

(This office deals with all applications relating to Chippenham, Calne, Corsham and Wootton Bassett as well as the rest of the old North Wiltshire District Council Area)

Devizes: **Wiltshire Council, Browfort, Bath Road, Devizes, Wiltshire, SN10 2AT**

(This office deals with all applications relating to Devizes, Pewsey, Marlborough and Tidworth as well as the rest of the old Kennet District Council Area)

Salisbury: **Wiltshire Council, 27/29 Milford Street, Salisbury, SP1 2AP**

(This office deals with all applications relating to Salisbury, Amesbury, Downton, Mere, Hindon and Tishead as well as the rest of the old Salisbury District Council Area)

Trowbridge: **Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD**

(This office deals with Trowbridge, Bradford-on-Avon, Melksham, Warminster and Westbury as well as the rest of the old West Wiltshire District Council area)

Applications can be sent to any of the above addresses, but it will speed processing if they are sent directly to the office covering the area in which the premises is situated.

EXAMPLE NOTICE

The notice is to be displayed on the premises for a period of no less than 28 consecutive days, starting on the day after the day on which the application was given to the relevant Licensing Authority. The notice, in all cases, 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. In the case of a premises covering an area of more than fifty metres square, a further notice in the same form and subject to the same requirements must be displayed every fifty metres along the external perimeter of the premises abutting any highway. The Notice must be of a size equal or larger than A4, of a pale blue colour, printed legibly in black ink or typed in black in a font of a size equal to or larger than 16.

The information contained in this notice must also be published in a Local Newspaper at least once during a 10 working days period starting the day after the application was made to the licensing Authority

Example Notice

Mr Robert James is applying for the grant of a Premises Licence for The Sun Public House, 1 High Street, Chippenham, Wiltshire. SN15 1ER.

The Licence, if granted, is to enable the Following Activities to take Place:

- *Sale of alcohol for consumption on the premises / sale of alcohol for consumption off the premises / provision of regulated entertainment / provision of facilities for regulated entertainment/ provision of late night refreshment.*

(If varying licence, briefly specify what you intend to change, this could be hours or licensable activities.)

Any person wishing to make representations in relation to this application may do so by writing to the Licensing Section, Public Protection Services, Wiltshire Council, Monkton Park, Chippenham, Wiltshire. SN15 1ER.

Representation may be made up to 28 days from the date of this notice.

A Copy of the application for the grant of the above Licence is kept by the Licensing Section, Public Protection Services, Wiltshire Council, Monkton Park, Chippenham, Wiltshire. SN15 1ER.

The application can be viewed by prior appointment.

It is an offence to knowingly or recklessly make a false statement in connection with an application. The maximum fine for which a person is liable on summary conviction for making a false statement is a Level 5 fine on the standard scale.

Dated