

Variation Guidance

Section 33 – Notification of change of name or address

1. The holder of a premises licence must, as soon as practicable, notify the Licensing Authority of any change in-
 - His/her name or address,
 - The name or address of the premises DPS (unless the DPS has already notified the authority – see no. 4 below)
2. The fee payable is £10.50
3. A notice must also be accompanied by the premises licence or, if that is not practicable, by a statement of the reasons for the failure to produce the licence.
4. Where the DPS under the premises licence is not the holder of the licence, he may notify the Licensing Authority of any change in his name or address.
5. Where the DPS gives such a notice he/she must, as soon as practicable, give the holder of the premises licence a copy of that notice.

Section 34 – Application to vary premises licence

1. The holder of a premises licence may apply to the Licensing Authority for variation of this licence.
2. Application forms must be accompanied by a fee (which is based on the non-domestic rateable value of the premises as below)

Band	A	B	C	D	E
Non-Domestic rateable value	£0 - £4300	£4,301 - £33,000	£33,001 - £87,000	£87,000 - £125,000	£125,001 and over
Application fee	£100	£190	£315	£450	£635

For larger premises (band D and E) where they are exclusively or primarily in the business of selling alcohol for consumption on the premises, the following fees apply:

Band	D (x2)	E (x3)
Application Fee	£900	£1905

3. An application under this section must also be accompanied by the premises licence or, if that is not practicable, by a statement of the reasons for the failure to provide the licence.
4. Application to be advertised and given to responsible authorities

Section 37 – Application to vary licence to specify individual as premises supervisor

1. The holder of a premises licence may apply to vary the licence so as to specify the individual named in the application (the proposed individual) as the premises supervisor.
2. Application form must be accompanied by fee of £23
3. An application under this section must also be accompanied by-
 - a form of consent given by the proposed individual, and
 - the premises licence or, if that is not practicable, a statement of the reasons for the failure to provide the licence.
4. The holder of the premises licence must give notice of his application-
 - to the chief officer of police
 - to the DPS (if there is one)and that notice must state whether the application is one to which section 38 (immediate effect) applies

Section 41 – Request to be removed as DPS

1. Where an individual wishes to cease being the DPS in respect of a premises licence, he may give the Licensing authority a notice to that effect.
2. There is no fee payable
3. Where the individual is the holder of a premises licence, the notice must also be accompanied by the premises licence or if that is not practicable, by a statement of the reasons for the failure to provide the licence.
4. In any other case, the individual must no later than 48 hours after giving such notice, give the holder of the premises licence-
 - a copy of that notice, and
 - a notice directing the holder to send to the licensing authority within 14 days of receiving the notice-
 - the premises licence, or
 - if that is not practicable, a statement of the reasons for the failure to provide the licence.
5. Where an individual-
 - gives the licensing authority a notice in accordance with this section, and
 - satisfies the requirements of (3) and (4) abovehe is to be treated for the purposes of this Act as if, from the relevant time, he were not the DPS