

Variations and Transfers

Any changes to the terms of a Premises Licence can only be effected by an Application for Variation of the licence. There are two types of Variations; Major and Minor:-

Minor Variations:-

A valid application for a Minor Variation must be granted by the Boards. To qualify as a Minor Variation the application must fall within one of the following categories:-

1. Alters the Layout Plan but does not result in inconsistency with the Operating Plan.
2. Restricts the terms of entry for children and young persons, namely:-
 - (i) increases the minimum age at which children or young persons may be allowed onto the premises;
 - (ii) reduces the times at which children or young persons are allowed onto the premises;
 - (iii) restricts the access of children or young persons to certain parts of the premises;
3. Changes the details of the Premises Manager, including substitution of the Premises Manager, namely:-
4. Where the name of the premises is disclosed in the premises licence, any change in that name.
5. A temporary or permanent reduction in the licensed hours which does not result in the premises opening any earlier or closing any later than stated in the premises licence and operating plan.
6. Any reduction in the capacity of the premises whether resulting from a variation to the layout plan or otherwise.
7. Any variation resulting in the cessation of the provision of live or recorded music at a decibel level exceeding 85 decibels.
8. Any variation to provide that, when the premises are fully occupied, more customers are likely to be seated than standing.

When submitting an application for Minor Variation the following are required:-

- Completed Application Form.
- Premises Licence or letter explaining why Premises Licence can't be produced.
- Summary of the Premises Licence.
- Operating Plan (Categories 2 to 8 inclusive).
- 2 copies of new Layout Plan (Category 1, 3(iii), 6 and 8 only).
- Personal Licence for proposed Designated Premises Manager (Category 3 only).
- Fee (see table below)

Major Variations:-

All other applications for variations are classed as Major Variations which are granted at the discretion of the Boards. Applications for Major Variations are subject to the consultation process detailed in Chapter 13.

When submitting an application for Major Variation the following are required:-

- Completed Application Form.
- Premises Licence or letter explaining why Premises Licence can't be produced.
- Summary.
- Fresh Operating Plan
- 2 paper copies of new Layout Plan plus electronic copy (or 7 paper copies) - only if variation amends Layout Plan.
- Fee (see table below)

Transfers:-

Any change of Premises Licence holder can only be effected by an application to transfer the licence. Applications should be submitted by the current licence holder. However in limited circumstances the Boards may allow applicants other than the current licence holder to submit an application.

As part of a transfer application it is possible to incorporate a major or minor variation (or both) by way of a Transfer with Variation.

When submitting a transfer application the following are required:-

- Completed application.
- Premises Licence or letter explaining why the Premises Licence can't be produced
- Summary
- Fresh Operating Plan (transfer with variation only).
- 2 paper copies of new layout plan etc (per major variation on p1)
- Personal Licence of proposed Designated Premises Manager (where appropriate).
- Evidence of entitlement to apply (where applicant is not current licence holder).
- Fee (see table below).

Fee Table

Major Variation of Premises Licence	£180
Minor Variation of Substitute Premises Manager	£31
Other Minor Variation	£20
Transfer of Premises Licence Without Variation	£180
Transfer of Premises Licence With Variation	£200