

## LICENSING ACT 2003

### APPLICATION PACK TO VARY A PREMISES LICENCE

#### GUIDANCE NOTES

This document has been produced to assist you in applying for a variation of your premises licence.

#### To submit an application

To submit an application, you will need to:

- ✦ Complete the application form
- ✦ Enclose the correct application fee (refer to LIC010)
- ✦ Enclose a plan of the premises to which the application relates (refer to LIC011)
- ✦ Advertise the application

The complete application must be given to:

Licensing & Enforcement Unit  
Rossendale Borough Council  
The Business Centre  
Futures Park  
Newchurch Road  
Bacup  
OL13 0BB

A copy of the application and accompanying documents must also be given to all of the responsible authorities (refer to LIC014), on the same day as the application is submitted to the Licensing Authority. If you do not send full copies to all of the responsible authorities, your application may be declared invalid.

#### Advertising

The application to vary your premises licence must be advertised in **two** ways.

- Firstly, by prominently displaying a notice at or on the premises for not less than 28 days. This period begins on the day after which the application was given to us.

The notice should be displayed where it can be conveniently read from the exterior of the premises to which it relates and in the case of a premises covering an area of more than 50 square metres, a further notice in the same form should be displayed every 50 metres along the exterior perimeter of the premises abutting any highway.

**The notice must be A4 or larger, of a pale blue colour and be printed or typed legibly in black ink in a font equal to or larger than 16.**

- Secondly, in a local newspaper circulating in the area where the premises is situated, on at least one occasion within 10 working days of the application being submitted to the Licensing Authority. (The 10 working days starts on the day after which the application was given to us).

The format for both notices is illustrated at LIC016.

## **Representations**

Responsible Authorities and Interested Parties (for example, local residents) are able to make representations in respect of your application.

Representations must be made in writing and submitted to our Licensing Unit at any time during the 28 consecutive days following receipt of your application.

If no representations are received, the application will be granted. If however, valid representations are received, the application will be determined by our Licensing Sub Committee. If this is the case you will be informed as soon as possible.

## **The Operating Schedule**

The application form details the information you need to provide. Section P (which forms a part of the operating schedule) asks you to provide details of the steps you intend to take in order to promote the four licensing objectives:

- ↳ Prevention of crime and disorder
- ↳ Public safety
- ↳ Prevention of public nuisance
- ↳ Protection of children from harm

Guidance from the responsible authorities on these objectives is available from the Licensing Unit upon request. These authorities may make representation on your application and it is therefore strongly recommended that you carefully consider the information they have provided. You should also refer to our Statement of Licensing Policy.

Whilst you will already have some conditions on your premises licence, it is expected that you will conduct a thorough risk assessment with regard to the licensing objectives. This risk assessment will then highlight any necessary steps to promote the objectives and these may be set out in Section P if they are not already conditions on your licence.

The information you provide in the Operating Schedule will be used to formulate the additional conditions which will be attached to your Premises Licence. It is a legal requirement that you comply with all the conditions attached to your licence.

## **Contact Us**

Please contact a member of the Licensing and Enforcement Team if you require further advice or additional guidance notes.

Telephone: 01706 238 648

e-mail: [licensing@rossendalebc.gov.uk](mailto:licensing@rossendalebc.gov.uk)

web: [www.rossendale.gov.uk](http://www.rossendale.gov.uk)