

If calling please ask for: Customer Services
01243 534740
E-mail
contact@chichester.gov.uk

Our ref: LA57

Your ref:

Dear Sir or Madam

Licensing Act 2003 – Section 84 Enquiry – Club Premises Certificate Variation Application

Thank you for the recent enquiry regarding submitting a Club Premises Certificate variation application.

Please find enclosed the appropriate forms and a copy of our guidance booklet entitled, '*Club Premises Certificate (New and Full Variation Applications) Applicant Guidance – Licensing Act 2003*' (the 'Applicant Guidance') that will assist with the submission of a correct application.

Please note that a variation application cannot be used to vary substantially the premises to which it relates. If you wish to make this type of change, then a completely new Club Premises Certificate application must be submitted under Section 71 of the Licensing Act 2003 (the 'Act').

Shown below and overleaf are the various steps that must be taken to ensure a valid application is submitted. Please note that if any of the requirements are not complied with, then this Licensing Authority will not regard the application as having been properly made.

1. Application form – **Form L19**.
2. The fee (see the section titled '*Fees*' of the Applicant Guidance booklet).
3. If the application will result in an amendment to the plan originally approved by the Licensing Authority, then a new revised plan in accordance with the Regulations is required (see the section titled '*Plan of Premises*' of the Applicant Guidance booklet).

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4. The original copy of the existing club Premises Certificate that is in force at the premises (both Parts A and B) must be returned. If this is not practicable, a statement of the reasons for the failure to provide the certificate is required. When sending in the originals, we would suggest that a photocopy is retained at the premises whilst the application is being processed.
5. The application must be advertised. There are two very specific requirements that include displaying and publishing a Notice (see the section titled '*Advertising Applications*' of the Applicant Guidance booklet). Please also complete and return the enclosed '*Advertising Declaration*' form – **Form L30**. We also ask that you provide a copy of the Notice advertising the application that will be displayed at the premises.
6. A copy of the application, along with any documents accompanying it, must be submitted to each of the 'Responsible Authorities' specified in the Act, on the same day on which the application is given to the Licensing Authority (see the section titled '*Responsible Authorities Addresses*' of the Applicant Guidance booklet for full contact details of all Responsible Authorities). We would strongly recommend that when submitting the application to the Responsible Authorities, that it is sent using a postal service that provides for proof of delivery.

Please do not hesitate to contact us should you wish to discuss any aspect of the application prior to its formal submission.

Yours faithfully

Licensing Team
Housing & Environment Services