

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

Our ref: LA74

Your ref:

Dear Sir or Madam

Licensing Act 2003 – Section 86A Enquiry – Club Premises Certificate Minor Variation Application

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

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

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.

If you wish to discuss any aspect of the application prior to its submission, in particular whether this Licensing Authority considers the proposal(s) as 'minor', then please do not hesitate to contact us. There is, however, some useful guidance on this point contained within the Applicant Guidance.

1. Application form – **Form L69**.
2. The application costs **£89.00** and should be paid by card via our Customer Services Team when visiting the council offices or by telephone on 01243 534740.
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 at the premises (see the section titled '*Advertising Applications*' of the Applicant Guidance booklet). Please also complete and return the enclosed '*Minor Variation Advertising Declaration*' form – **Form L71**. We also ask that you provide a copy of the Notice advertising the application which will be displayed at the premises.

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