

Reply to: The Licensing Team
Tel: 01507 601111
Email: licensing@e-lindsey.gov.uk
www.e-lindsey.gov.uk



**Licensing Act 2003
Applying to Vary a Premises Licence
(Full Variation or Minor Variation)**

Licensing Team
Tedder Hall
Manby Park
Louth LN11 8UP

Introduction and Background

Applications can be made to the Licensing Authority to vary an existing premises licence in order to change the layout or size of the premises, add further licensable activities to the licence, amend the times of activities, change licence conditions, etc. However, where a premises is being substantially altered, in terms of layout, size or character (for example a small restaurant being doubled in size and converted into a nightclub), then it will almost certainly be more appropriate to apply for a new premises licence.

In certain instances the Licensing Authority will decline to accept a variation application (e.g. where the premises is to be substantially altered) and insist that a new premises licence application is made. Therefore, you are advised to always contact the Licensing Team in advance (by email) to ascertain the correct type of licence application to be made.

There are two types of variation which can be made – a minor variation (for small changes to the licence) and the normal/full variation process (for more significant changes). Information on the minor variation process is given towards the end of this guidance leaflet.

With both application formats you are advised to consult the relevant Responsible Authorities before submitting your application to vary. The Responsible Authorities will then be able to advise you what they would expect to see in terms of additional steps (if any) in your Operating Schedule. For example, if you are intending to provide live music after 2300 Hours for the first time, there may be a need for additional noise control measures to prevent public nuisance.

Premises Licence Variation

Licensing Objectives

You need to bear the four licensing objectives in mind when completing your application to vary a premises licence. They are:

- Prevention of Crime and Disorder;
- Public Safety;
- Prevention of Public Nuisance;
- The Protection of Children from Harm.

Incomplete Applications

We cannot accept incomplete applications. The time limit for processing will not start until you have supplied a correctly completed application, relevant fee, and all other documentation required. When returning incomplete or invalid applications to you we will endeavour to explain the reasons for return.

Completing the Application for Variation of a Premises Licence

Please note that the relevant variation application form must be completed in BLACK ink. The form to make application for a variation is available on the Council's website at:

www.e-lindsey.gov.uk/article/9717/Alcohol-and-Entertainment-Premises-Licence

A Microsoft Word version of the variation application form can be found on the GOV.UK website at:

www.gov.uk/government/publications/premises-licence-variation-application-form

Details of the relevant application licence fees are shown in Appendix 1 of this leaflet (fees are based on the non-domestic rateable value of the premises).

Application Form - Applicant Details

This part of the application form concerns the type of applicant you are. Tick the appropriate box.

Only the existing premises licence holder can apply to vary a premises licence. If you are taking over an existing premise you will need to complete an application for transfer before you submit an application to vary.

Go to the part of the form relating to the section you have ticked – e.g. Part A for individual applicants, and complete that part.

Start Date

Please indicate when you wish the variation to take effect from. Note that it will take a minimum of four weeks to grant a normal variation and longer if relevant representations (objections) are received.

Proposals

Please summarise your proposals in the box on page 2 of the application form – give a brief outline of the nature of your variation. For example: *To extend the hours for sale of alcohol to 0100 Hours Thursday to Saturday night.*

Times should be given in the 24-hour clock.

Please tick the boxes for those things you wish to change and leave the boxes blank for those things which will remain the same. If the proposed change involves a change in the building rather than the type or times of licensable activity please tick all of the boxes for licensable activities that will take place in the altered building.

Licensable Activities - Please complete the corresponding boxes A to M for the licensable activity you wish to change (every box ticked on the previous section). If there is no change in a particular licensable activity please leave that box blank. Where there is a change in a licensable activity please complete the time boxes to reflect the total hours now sought.

Please list activities that may give rise to concern in respect of children or indicate 'none' if there are not any.

If you are seeking to have conditions removed from your licence please list them in the box or attach a separate sheet.

Description of the Premises

Your description should state:

- Whether the premises are detached, terraced, etc. and what they adjoin, e.g. "terraced building adjoining taxi booking office and florist shop";
- Description of main use of premises, e.g. pub, restaurant, nightclub, newsagent, grocer, guesthouse;
- How many floors the premises consists of;
- Which floors are used for licensable activities;
- What entertainment facilities are provided, if applicable;
- Brief descriptions of what other parts of the premises are used for.

So for example you might say, "Three storey detached building used primarily as public house. Top floor used for hotel accommodation, first floor has a function room hired out for private parties. Ground floor consists of bar area and kitchen. Bar area used for public to drink and dance. Piano and karaoke machine in bar area."

Include any other information you feel may be relevant to the licensing objectives.

Licensed Activities and Opening Times

You must state what licensable activities you intend to provide, and the times you would like to do this. Times must be given in the 24-hour clock.

All times commence at 12 midnight where applicable. There are two boxes for times, to account for when you remain closed during the day (or do not wish to provide licensable activities).

Let's say you wanted to open from 11.00am to 11.00pm on Mondays to Thursdays, 11.00am to 2.00am on Fridays and Saturdays, and from 11.00am to 10.30pm on Sundays. You would fill the boxes in like this:

Supply of alcohol		
Day	Start	Finish
Mon	1100	2300
	-	-
Tue	1100	2300
	-	-
Wed	1100	2300
	-	-
Thur	1100	2300

	-	-
Fri	1100	0000
	-	-
Sat	0000	0200
	1100	0000
Sun	0000	0200
	1100	2230

Seasonal Variations

This would allow you to open later on say, Christmas Eve, or to open later during the summer months (you would have to specify which months). You need to say when you want to open and for how long (e.g. "Christmas Eve from 1100 Hours until 0300 Hours"). We recommend you use this box if you know you want to open later during seasonal periods, rather than wasting a Temporary Event Notice (TEN) in applying for extensions.

Non Standard Timings

This caters for special events or Bank Holidays, for example. In addition we would recommend that you consider using this box to address the issue of New Year's Eve (if you wish to have no restriction in hours from New Year's Eve into New Year's Day) and British Summertime (BST) (if your times are likely to be effected by the change on the night when we change to BST). We would suggest the following wording on your application:

- New Year's Eve from normal opening hour until New Year's Day closing hour.
- On the morning on which British Summertime begins the terminal hour shall be extended by one hour.

Indoors or Outdoors

If licensed activities will take place in a building or similar structure, please tick "Indoors". If activities are to take place in the open air, or with a roof cover and no side wall covers, please tick "Outdoors". If your premises have a garden (for example) and you would like licensable activities to take place in the garden, you would tick both boxes.

Further Details

You are expected to state the type of activity to be authorised and where applicable, the frequency of these activities. (If you intend to provide licensed activities regularly you do not need to specify this).

For example:

Plays – if the premises licence is for a one off event, you would put the play title here. Otherwise you would state, for example, whether the plays are for children only, a mixed audience, for an amateur dramatics association, and so on.

Film Exhibitions – if a cinema, you may say here how many screens you have. You may describe the type of films you intend to show, e.g. art films, mixed films for all age ranges, and so on.

Indoor Sporting Events – describe the type of sports you intend to provide.

Boxing and Wrestling Entertainments – the category of fights you may wish to provide, whether they will be professional or amateur and so on.

Performance of Live Music – how many musicians do you intend to have performing, what type of music will they play, and will the music be amplified or unamplified?

Playing of Recorded Music – what sort of recorded music? Will it be a DJ or a sound system? What is the power output of any sound system to be used? Will you be providing karaoke?

Performance of Dance – what type of dancing? Will there be a stage or will it be roaming dancers, such as strippers?

Entertainment of a Similar Description – describe the type of entertainment, e.g. comedy shows, hypnotism performances etc.

Late Night Refreshment – Say what you intend to do, e.g. selling food for takeaway purposes only, selling food for consumption on the premises, the type of food you sell etc.

You can also use this section to tell us how often you are likely to use the licence, e.g. "Plays will only be held once a month for no more than three days at a time".

Activities That May Give Rise to Concern in Respect of Children

This could include nudity or semi-nudity (such as exotic dancers) or the presence of gaming machines. The Council's Statement of Licensing Policy includes provisions regarding nudity and is available from the Council Website (www.e-lindsey.gov.uk) under the Business Licensing Section. If you are proposing to undertake activities of this type, then you are strongly advised to view the Council's Policy.

You should also be aware that this Authority has adopted the licensing requirements for Sexual Entertainment Venues (SEVs). These new licensing powers came into force on 1 February 2011. The general effect of adopting these provisions is that it requires lap and pole dancing venues to hold a specific SEV licence. The application fee for a new SEV licence is currently £1,200.00.

However, premises which provide relevant (sexual) entertainment (e.g. lap and pole dancing, strippers, etc.) on an infrequent basis are not required to be licensed as a SEV by the Council. These exempted premises are defined as premises where:

- No relevant entertainment has been provided on more than 11 occasions within a 12 month period.
- No such occasion has begun within a period of one month beginning with the end of the previous occasions.
- No such occasion has lasted longer than 24 hours.

Such exempt premises are regulated and controlled under the Licensing Act 2003 (e.g. alcohol and regulated entertainment licensing), in so far as they are providing regulated entertainment under that Act.

Hours Premises Are Open to the Public

State the earliest time people are admitted to the premises, and the latest time they will leave. If you do not wish to restrict the opening hours of the premises then you should state 'no restriction regarding the opening hours of the premises'.

Steps You Intend to Take to Promote the Four Licensing Objectives

This is a very important part of the form. You must use this area to demonstrate that you can run your business without contravening any of the four licensing objectives.

You need to satisfy the Responsible Authorities and any other interested parties (e.g. local residents), that you can run the premises responsibly and in accordance with the licensing objectives. If these people do not feel the steps you propose are adequate, they may object to the application being granted.

It is clearly in everybody's interests to reduce the likelihood of people objecting to your application. You should therefore think very carefully about how you are going to address the four licensing objectives.

Some examples of things you may wish to consider are given below.

General – All Four Licensing Objectives

- Providing SIA registered door supervisors;
- Staff training on licensing issues;
- Installing a CCTV and recording system.

The Prevention of Crime and Disorder

- Drugs policies/notices;
- Providing adequate lighting;
- Age restrictions;
- Search policies;
- Provision of an incident book
- Bottle bans.
- Provision of toughened glass drinking vessels (when appropriate).

Public Safety

- Provision of emergency lighting;
- Provision of additional escape routes;
- Accommodation limits;
- First Aid provision;
- Seating arrangements;
- Use of special effects;
- Number of attendants.

The Prevention of Public Nuisance

This area is particularly important if you are seeking licence hours extending beyond 2300 Hours.

- Provision and use of a noise limiting device set to a level agreed with the Council's Environmental Protection Team;
- Secondary glazing/soundproofing;

- Noise patrols of the local area;
- Keeping the music to a reasonable level;
- Litter clearance;
- Considerate loading/unloading arrangements;
- Controlling noxious odours from cooking, etc;
- Not using external areas after a certain time;
- Restricting hours that amplified music can take place;
- Keeping doors and windows closed while the licence is being used;
- Prevention of light pollution;
- Notices asking patrons to leave quietly.

The Protection of Children from Harm

- Challenge 21 or 25 Proof of Age Scheme;
- Under age sales refusal register;
- Till prompts regarding age restricted products;
- Restricting access to adult entertainment, e.g. lap dancing, age restricted films etc;
- Provision of children's areas;
- DBS checks of staff involved in looking after young people;
- Proof of age cards;
- Prevention of access to gaming machines;
- A limit on the hours during which children can be present on the premises;
- Requirement to be accompanied by an adult;
- Requirement for attendants to be present when children's activities are taking place.

You are not expected to address issues already covered by existing legislation, e.g. "I will not serve to people who are obviously drunk" or "I will not serve alcohol to under-18's".

Whatever you put in this section will become a condition of your licence.

Therefore, you should not volunteer to do anything that you are not able, or not prepared, to do if the variation is granted.

Best Practice for Alcohol Sales

We advise applicants to take the following steps to prevent the sale of alcohol to under age customers:

- Clearly display signs advising that it is illegal to sell alcohol to people under 18.
- Clearly display signs advising that it is illegal for people under 18 to buy alcohol.
- Adopt a policy of requesting proof of age documents for anyone wanting to buy alcohol who appears to be under 21 or 25 years of age, and display signs to let staff and customers know about this policy.
- Keep an 'under age sales refusal register' to record incidents of people being refused alcohol because they appear to be under age.

Documents to be Included With the Application

You must enclose the following

- The relevant licence fee;

- A plan of the premises - if you are seeking to vary the layout or extent of the premises. The plan should be drawn to a scale of 1 cm to 100 cm (1:100), unless we have previously confirmed in writing to you that an alternative scale is acceptable. See the attached Appendix 2 for the details, which the plan must show.
- The current premises licence

If you cannot find the current premises licence then you must give written reasons why this is not possible.

Signatures

If the application is made by a limited company, partnership or unincorporated association, someone who has the capacity to bind the company or partnership should sign. Your Agent may sign providing he or she has actual authority to do so.

Where there are two applicants, they both must sign the form.

Advertising Your Application

The Licensing Team will advertise the application on the Council's website for a period of twenty-eight days (www.e-lindsey.gov.uk).

In addition, you must advertise your application by way of a notice displayed at the premises for twenty-eight consecutive days (starting on the day after which the application was given to the Licensing Authority). A form for this purpose is included at Appendix 3 of this leaflet – the notice must be printed on light blue paper. You should legibly complete the notice using black ink in the same font size as the rest of the notice. You should then prominently display the notice on or at the premises where the public can conveniently read it from the exterior of the premises. The notice must be maintained safe from damage or inclement weather. With this in mind you may wish to consider laminating the notice. Larger premises (more than fifty metres square) must display a copy of the notice every fifty metres along any perimeter abutting the highway. Council Officers will check that you have displayed the notice and your application will be invalidated unless this is done.

You must also publish notice of your application in the local press within ten working days of making the application (starting on the day after which the application was given to the Licensing Authority). A form for this purpose is enclosed (copy at Appendix 3 of this leaflet). You should send a copy of the newspaper containing the advertisement to us as soon as it is published.

You must organise and pay for the advertisement yourself.

The advertisement must contain the same information as the notice you display at the premises for 28 days. The notice must be published in a local newspaper circulating in the vicinity of the premises. There are three newspaper groups the Council recommend for this purpose:

Lincolnshire Target Group of Newspapers
(published weekly) Telephone: 01522 255159
www.lincolnshirelive.co.uk

Lincolnshire Standard Group of Newspapers
(published weekly) Telephone: 0207 023 7931

*Grimsby Telegraph
www.grimsbytelegraph.co.uk

*The Grimsby Telegraph - this newspaper is to be used only in relation to applications for premises licences in Holton le Clay and its immediate surrounding area.

We would suggest that you email an A4 copy of your notice to the newspaper of your choice so they can copy the wording for you.

You must make sure that the advert is placed in the edition of the newspaper that covers the area of the proposed licensed premises – you will not fulfil the public notice requirement if this is not the case.

Each newspaper will reserve space for you and create a simple public notice for your approval. Prices vary so please contact the publication for an estimate.

You will fail to make a valid application if you do not comply with the above requirements.

The Licensing Team operate a zero tolerance policy in respect of incomplete licence applications and will return any applications requiring substantial clarification or deemed invalid. You may therefore wish to place your notice in the newspaper at the limit of the ten working day period. This should ensure that you are not put to the cost of unnecessary advertising if your application is rejected for any reason.

You must send a copy of your application and all accompanying documentation to the following Responsible Authorities:

- Licensing (Alcohol & LNR) Team, Lincolnshire Police, Myle Cross Centre, Macaulay Drive, St Giles, Lincoln, LN2 4EL (email: countylicensinggroup@lincs.pnn.police.uk)
- Health & Safety Team, East Lindsey District Council, Tedder Hall, Manby Park, LOUTH, LN11 8UP (email: commercial.team@e-lindsey.gov.uk)
(or the Health and Safety Executive (HSE) if the HSE are the relevant responsible authority in respect of the particular premises)
- Environmental Health Team, East Lindsey District Council, Tedder Hall, Manby Park, LOUTH, LN11 8UP (email: commercial.team@e-lindsey.gov.uk)
- Development Control Team, East Lindsey District Council, Tedder Hall, Manby Park, LOUTH, LN11 8UP (email: dev.control@e-lindsey.gov.uk)
- CFP, Lincolnshire Fire and Rescue, Harlaxton Road, Grantham, NG31 7SG (email: fire.safety@lincoln.fire-uk.org)
- Lincolnshire Safeguarding Children Board, Lincolnshire County Council, Room 131 - County Offices, Newland, LN1 1YL (email: LSCB@lincolnshire.gov.uk)
- Trading Standards Service, Lincolnshire County Council, Myle Cross Centre, Macaulay Drive, St Giles, Lincoln, LN2 4EL (email: tradingstandards@lincolnshire.gov.uk)

- Mr Simon Gladwin, Programme Officer (Substance Abuse), Public Health Directorate, Lincolnshire County Council, Room 3A Orchard House, Lincoln, LN1 1BA (email: simon.gladwin@lincolnshire.gov.uk)

Licence applications (regarding the sale of alcohol and/or the provision of late night refreshment) must also be copied to the Home Office (Immigration Enforcement Section) at:

- Alcohol & LNR - Home Office (Immigration Enforcement Section), Lunar House, 40 Wellesley Road, Croydon, CR9 2BY (alcohol@homeoffice.gsi.gov.uk)

You may wish to obtain proof of postage or receipt when sending the above copies. When submitting an application the Council would also ask you to confirm that you have forwarded the relevant copies to each of the above responsible authorities.

If your application is incomplete, you will have to resubmit it to these agencies.

What Happens to your Application

Any of the above Responsible Authorities are entitled to make representations about your application, providing they are relevant to any of the four licensing objectives. Local residents and businesses may also make representations, providing they are relevant to any of the objectives.

What Happens if Relevant Representations are Made?

If representations are made, the Council may initially try to mediate between parties.

If mediation fails, the Council's Licensing Sub Committee (consisting of Councillors) will determine your application.

You will be invited to attend the meeting to give evidence, answer questions, and call any witnesses. The Committee will listen to evidence from both sides before deciding whether to grant the application. They may grant it as requested, grant with conditions (provided these are relevant to the licensing objectives) or refuse your application.

Appeals

If you are dissatisfied with a decision made by the Sub-Committee, you may appeal to the Lincoln Magistrates Court, within 21 days of being notified of the decision.

Minor Variations to Premises Licences

The holder of a premises licence may apply to make minor variations to his/her licence. The application for a minor variation can be used, for example, to make minor changes to the layout of the premises or to add some activities to a licence (e.g. regulated entertainment), provided that the variation does not have an adverse effect on any of the licensing objectives.

However, the minor variation procedure may not be used to:

- Extend the period for which the licence has effect

- Vary substantially the premises to which it relates
- Change the Designated Premises Supervisor (DPS)
- Add the sale or supply of alcohol
- Authorise the supply of alcohol at any time between 11pm and 7pm; or
- Authorise an increase in the amount of time on any day during which alcohol may be sold or supplied.

It will be necessary to advertise the application by displaying a notice on the premises for a period of 10 working days beginning on the day after the application is made. A sample of the minor variation notice can be obtained by contacting the Licensing Team by email – the notice is different to that, used for normal variation applications, attached to the rear of this guidance leaflet. Do not, under any circumstances, use the notice at the rear of this leaflet to make a minor variation application.

The minor variation notice should be on white paper and placed on the premises in a position where it can be seen by people without the need for them to enter the premises. The completed white A4 notice must contain basic details such as a brief description of the proposed variation; name of the applicant or club; address of the premises; and date by which any interested party may make representations.

There is no requirement for the applicant to advertise the minor variation application in a local newspaper.

Applicants can volunteer conditions as part of the minor variations process, whether from their own risk assessment of the variation, or from informal discussions with the Responsible Authorities or the Licensing Authority

Once a full valid application has been received the Licensing Team will consult with the Relevant Authorities (e.g. Police, Fire and Rescue Service, Environmental Health etc.) – if it is appropriate to do so.

If no objections are received, within the 10 working day consultation period, we will grant the minor variation. If, however, we receive valid representations (objections) that show that the application may have an adverse effect on any of the licensing objectives we are obliged to reject the application and it would then be necessary to make an application for a full variation of the licence.

There are no hearings under the minor variation process. A Licensing Officer acting under delegated powers will determine the application.

It is important to note that objections can be made by local residents if they feel they would be affected by the variation.

The form to make application for a minor variation is available on the Council's website at:

www.e-lindsey.gov.uk/article/9717/Alcohol-and-Entertainment-Premises-Licence

Further guidance and a Microsoft Word version of the minor variation application form can be found on the GOV.UK website at:

www.gov.uk/government/publications/minor-variations-to-premises-licence-application-form

The application form should be completed and sent with the application fee of £89 to the Licensing Team. Cheques should be made payable to East Lindsey District Council.

Please contact the Licensing Team by email if you require any further information on the subject of minor variations.

The information and guidance contained in this leaflet is provided for information purposes only. However, in attempting to simplify the law, certain requirements have been omitted. Full details of what you must do are in the legislation itself. Every reasonable effort is made to make the information and commentary accurate and up to date, but East Lindsey District Council assumes no responsibility for its accuracy and correctness, or for any consequences of relying on it. Laws can and do change. This information was accurate when produced, but may have changed since. We must advise that only the Courts can give an authoritative opinion on statute law.

The information and commentary does not, and is not intended to, amount to legal advice to any person on a specific case or matter. You are strongly advised to obtain specific personal advice from a solicitor or licensing consultant about your case or matter and not to rely entirely on the information or comments in this leaflet.

Leaflet Last Revised June 2020

Appendix 1 - Licensing Act 2003

Application Fees Payable for new premises licence or variation of a premises licence.

The application fee is based on the Non-Domestic Rateable Value (NDRV) of the premises and is set out below:

Rateable Value	Band
No rateable value and up to £4,300	A
£4,300 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

Band	Fee
A	£100
B	£190
C	£315
D	£450
E	£635

If the premise is in Band D or E and is used exclusively or primarily for consumption of alcohol on the premise, the fees shall be as follows:

Band	Fee
D	£900
E	£1905

Information on the rateable value to which your application relates can be obtained from www.gov.uk/correct-your-business-rates

PLEASE NOTE:

If the premises licence relates to the provision of regulated entertainment only then no fee will be payable in respect of the following premise types:

- Schools and colleges
- Village, parish and community halls or similar buildings
- Church hall, chapels or similar buildings

Annual Fees for premises licence.

An annual fee for premises licences will become due and payable each year on the anniversary of the date of the grant of the licence.

The annual fee is based on the Non-Domestic Rateable Value (NDRV) of the premises and is set out below:

ANNUAL FEE	
BAND	FEE
BAND A	£70
BAND B	£180
BAND C	£295
BAND D	£320
BAND E	£350

There are additional and multiplier fees for exceptionally large scale venues (5,000 people +) and premises used exclusively or primarily for the supply of alcohol for consumption on the premises (Bands D and E only). For further information please contact the Licensing Team.

The Government sets all fees centrally. East Lindsey District Council has no control over the level of licence fees.

Appendix 2 - Plans

Details of plans to be submitted with applications.

A plan of 1:100 scale of the premises which should include the following details:

- the extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises;
- the location of points of access to and egress from the premises;
- if different from the sub-paragraph above the location of escape routes from the premises;
- in a case where the premises is to be used for more than one licensable activity, the area within the premises used for each activity;
- fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;
- in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
- in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- in the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- the location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment; and
- the location of a kitchen, if any, on the premises.

The plan may include a legend through which the matters mentioned or referred to are sufficiently illustrated by the use of symbols on the plan.

PLEASE NOTE: The plan must show the location and type of any fire safety and any other safety equipment.

LICENSING ACT 2003 - APPLICATION FOR THE VARIATION OF A PREMISES LICENCE

NOTICE IS HEREBY GIVEN that an application to vary a Premises Licence under the above-mentioned legislation has been made by

(Name:)

to East Lindsey District Council in respect of premises known as

(Premises Name:)

which are situated at

(Premises Postal Address:)

A brief description of the proposed variation, is as follows:

The record of the application may be inspected at the offices of The Licensing Team, East Lindsey District Council, Tedder Hall, Manby Park, Louth, LN11 8UP, during normal office hours.

Any representations by interested parties or responsible authorities regarding the application must be made in writing to the Licensing Team, East Lindsey District Council at the above address by

Insert correct date

It is an offence, liable on summary conviction to a fine up to Level 5 (£5000) on the standard scale, to knowingly or recklessly make a false statement in connection with the application.

** Delete as appropriate*

Insert correct date (this must be 28 days after the day on which the application was given to the Council)

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