



Application to vary a Premises Licence

(when converted from an existing licence)

.....
[name of applicant or club]

applied to the Licensing Authority, Oxford City Council on
[date application submitted]
to vary a Premises Licence for

.....
[name of premises]

.....
[address of premises (or, if no address, description of site)]

The proposed variation is:

.....
.....
.....
[brief details of variation]

If you wish to object to this application, you must write to:

The Licensing Authority, Oxford City Council
Town Hall, St Aldate's, OXFORD OX1 1BX or
email licensing@oxford.gov.uk.

Your representation must be received by
[28 days after submission of the application]

You may inspect the application at the Licensing Authority address above.
You can phone 01865 252565 to check arrangements or visit
www.oxford.gov.uk

Under Section 158 of the Licensing Act 2003, it is an offence, liable on summary conviction of an unlimited fine, knowingly or recklessly to make a false statement in or in connection with an application.

Notes for applicants using this poster:

- If using the poster supplied overleaf, you should complete it legibly in black ink, or in black print in a font of a size equal to or larger than 16 point.
- As a guide, 16 point text has been used throughout
- Any copies of the poster should have a pale blue background, and be of a size equal to or larger than A4.
- You must display a poster at the premises for 28 days from the day after the day you submit the application. (further details below).

The following is an extract (with relevant text made bold) from

SI 2005 No.42 Licences and Licensing

The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005

Advertisement of applications

25. In the case of an application for a premises licence under section 17, for a provisional statement under section 29, to vary a premises licence under section 34, for a club premises certificate under section 71 or to vary a club premises certificate under section 84, the person making the application shall advertise the application, in both cases containing the appropriate information set out in regulation 26—

(a) for a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the relevant licensing authority, by displaying a notice,

(i) which is—

(aa) of a size equal or larger than A4,

(bb) of a pale blue colour,

(cc) printed legibly in black ink or typed in black in a font of a size equal to or larger than 16;

(ii) in all cases, prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises and in the case of a premises covering an area of more than fifty metres square, a further notice in the same form and subject to the same requirements every fifty metres along the external perimeter of the premises abutting any highway; and

(b) by publishing a notice—

(i) in a local newspaper or, if there is none, in a local newsletter, circular or similar document, circulating in the vicinity of the premises;

(ii) on at least one occasion during the period of ten working days starting on the day after the day on which the application was given to the relevant licensing authority.

26.—(1) In the case of an application for a premises licence or a club premises certificate, the notices referred to in regulation 25 shall contain a statement of the relevant licensable activities or relevant qualifying club activities as the case may require which it is proposed will be carried on on or from the premises.

(2) In the case of an application for a provisional statement, the notices referred to in regulation 25—

(a) shall state that representations are restricted after the issue of a provisional statement; and

(b) where known, may state the relevant licensable activities which it is proposed will be carried on on or from the premises.

(3) In the case of an application to vary a premises licence or a club premises certificate, the notices referred to in regulation 25 shall briefly describe the proposed variation.

(4) In all cases, the notices referred to in regulation 25 shall state—

(a) the name of the applicant or club;

(b) the postal address of the premises or club premises, if any, or if there is no postal address for the premises a description of those premises sufficient to enable the location and extent of the premises or club premises to be identified;

(c) the postal address and, where applicable, the worldwide web address where the register of the relevant licensing authority is kept and where and when the record of the application may be inspected;

(d) the date by which an interested party or responsible authority may make representations to the relevant licensing authority;

(e) that representations shall be made in writing; and

(f) that it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence.