

# Premises: Variation

1. This is the form of notice required to advertise an application for
  - **VARIATION of a Premises Licence.**
2. Different forms must be used to advertise an application for any of the following:
  - A new Premises Licence
  - A new Club Premises Certificate
  - Variation of a Club Premises Certificate
  - A Provisional Statement (for premises under construction)

**Note for users of this notice**

3. A copy of the completed notice must APPEAR ONCE in a local paper circulating in the vicinity of the application premises WITHIN 10 WORKING DAYS OF THE DATE OF YOUR APPLICATION.
4. **Applicant** = the person (or organisation) named in the application, whether or not you have appointed an agent to apply on your behalf.
5. **Premises name** = The generally recognised trading name of the premises.
6. **Premises address** = to identify the application premises.
7. **Proposed variation** = The notice is only about the changes you are seeking, so don't include details of your current operation.
8. **dd / mm / 2005** = 28 days after the date the application was made. (NOT 28 days after the notice in the newspaper).
9. Ideally, the wording that is **specific to your notice** should appear in **bold** (PTO)

**Notice of application to Vary a Premises Licence under section 34 of the Licensing Act 2003**

Applicant: .....

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Premises name: .....

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Premises address: .....

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Proposed variation: .....

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Full details of the application can be inspected on the licensing register during normal business hours at the address given below and at [www.oxford.gov.uk](http://www.oxford.gov.uk).

Responsible authorities and interested parties (other persons) wishing to make a representation about the application should do so in writing, stating the licensing objectives upon which the representation is based. Any representation must be received within 28 days of the date of the application (by **dd / mm / yyyy**) at: **The Licensing Authority, Oxford City Council, Town Hall, St Aldate's, OXFORD OX1 1BX** or emailing [licensing@oxford.gov.uk](mailto:licensing@oxford.gov.uk)

It is an offence knowingly or recklessly to make a false statement in connection with an application. The maximum fine for which a person is liable on summary conviction for the offence is unlimited.

**Insert date 28 days after date of application**

## EXAMPLE

(The actual notice is likely to appear much smaller than this in the paper)

**Notice of application to Vary a  
Premises Licence under section 34  
of the Licensing Act 2003**

Applicant: **Acme Hotels plc**

Premises name: **Sweetsleep Hotel**

Premises address: **38 Carlisle St  
OXFORD OX1 45N**

Proposed variation: **Extension  
of restaurant hours to 0100hrs on  
Monday to Thursday nights;  
Addition of off-licence permission;  
Provision of live music until  
0200hrs on Friday and Saturday  
nights; and extension of on-licence  
hours on every St George's Day to  
0100hrs that night.**

Full details of the application can be inspected on the licensing register during normal business hours at the address given below and at [www.oxford.gov.uk](http://www.oxford.gov.uk).

Responsible authorities and interested parties (other persons) wishing to make a representation about the application should do so in writing, stating the licensing objectives upon which the representation is based.

Any representation must be received within 28 days of the date of the application (by **15 / July / 2006**) at: **The Licensing Authority, Oxford City Council, St Aldates Chambers, 109 St Aldates, OXFORD OX1 1DS** or emailing [licensing@oxford.gov.uk](mailto:licensing@oxford.gov.uk) It

is an offence knowingly or recklessly to make a false statement in connection with an application. The maximum fine for which a person is liable on summary conviction for the offence is unlimited.