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## **Advertising your application for the minor variation of a premises licence**

As part of the application process, you are required to publicise your application in the vicinity of your premises, by displaying a statutory notice (on white paper, A4 or larger) at or near the premises, for at least 10 working days.

A template for this notice is included on the following page, which includes the necessary formatting and wording to satisfy the requirements set out in the Regulations. Text in square brackets may be omitted.

There is no requirement to place a public notice within a local newspaper for minor variations. However, if your application is refused and you subsequently apply for a full variation, a newspaper notice will form part of the requirements for that application.

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## **LICENSING ACT 2003 – APPLICATION FOR MINOR VARIATION OF PREMISES LICENCE**

.....  
*[Name(s) of applicant(s)]*

has applied to the London Borough of Lambeth for a minor variation of a Premises Licence, in respect of the following premises:

.....  
.....  
.....  
*[Trading name and address of the premises ]*

The nature of the minor variation is as follows:

.....  
.....  
.....  
.....  
*[Give a brief description of the minor variation application – for example, list any extra licensable activities applied for, or if you are applying to extend your hours give the proposed times you wish your licence to authorise.]*

The record of this application may be inspected during normal office hours by an appointment at the **Licensing Section, 3rd Floor Civic Centre, 6 Brixton Hill, London, SW2 1EG**, or via the licensing authority's website, at [www.lambeth.gov.uk/licensing](http://www.lambeth.gov.uk/licensing)

Any person may make representation to the licensing authority in respect of this application. Representations must be made in writing, either by post to the above address, or by email to [licensing@lambeth.gov.uk](mailto:licensing@lambeth.gov.uk) and must be received no later than

.....  
*[10 working days after the date on which your application was made]*

It is an offence to knowingly or recklessly make a false statement in connection with a licensing application, and the maximum fine for which a person is liable on summary conviction for that offence shall not exceed level 5 on the standard scale (£5,000).