

Guidance for Premises Licence/ Club Premises Certificate - Variation

Completing the form

Please include a description of the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.

For each activity you are seeking to add/vary please identify

(i) where the activity will take place, i.e. indoors, outdoors or both (indoors may include a tent).

(ii) the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

(iii) any seasonal variations, for example (but not exclusively) where the activity will occur on additional days or for longer hours during the summer months, .

(iv) any special occasions or non-standard times, for example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

(v) the times for the activity using the 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

If you wish people to be able to consume alcohol on the premises, please select 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please select 'off the premises'. If you wish people to be able to do both, please select 'both'.

Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.

Please list steps you will take to promote all four licensing objectives together.

Please provide a correspondence address which is the address which we shall use to correspond with you about this application.

Advertising the application

Applications for the variation of a licence or club premises certificate must be advertised in the two following ways:

Site Notice

By displaying a notice in at least one place at or on the site of the premises

Guidance for Premises Licence/ Club Premises Certificate - Variation

concerned for not less than **28 consecutive days** starting on the day following the submission of the application to the Council's Licensing Team. In the case of a premises covering an area of more than 50 metres square, a further notice must be displayed every fifty metres along the external perimeter of the premises abutting any highway.

The notice **must** contain the following information:

- The requested activities and the hours sought for each activity
- In the case of plan amendments, if this will entail an increase to the licensed area this **must** be made clear on the notice
- If the variation includes the removal or amending conditions, this must be included in the notice, stating which conditions are being removed or amended.
- Ensure that it is clear that what type of application is being made by marking on the notice whether it is a new grant, variation or provisional statement.

*(Please note that the Site Notice must be printed on **light blue paper** of at least **A4 size**. The text on the Notice must remain in a **Size 16 font (Times New Roman or similar)**)*

A copy of the site notice should be submitted as part of your application so that we can check that the correct information is being displayed. Please be advised if the notice is checked on site and found to contain errors or if it is not displayed you will be asked to make the relevant amendments and restart the 28 day consultation period.

Newspaper advertisement

You must publish a notice in a local newspaper circulating in the Hammersmith and Fulham area on at least one occasion during the period of **10 working days** starting on the day after the day on which the application was submitted to this department.

Other information

Not later than the day the application is made, a copy of the application together with the plans and any other accompanying documentation, must also be given to the relevant responsible authorities. Please refer to the list of responsible authorities for further details of the notification requirements for the various types of application.

Proof of postage is not a legal requirement in any of these cases however applicants should note that officers of the Council's Licensing Team will conduct frequent spot-checks in order to ensure that the above authorities are kept apprised of all relevant applications.

Guidance for Premises Licence/ Club Premises Certificate - Variation

If you intend to add the sale of alcohol as a new licensable activity, you will also need to submit a separate application to vary the licence to specify a new designated premises supervisor.

The completed application form, together with the required fee, the plans and the **original premises license** (if this is not practicable, a statement of the reasons for the failure to provide the licence must be submitted) should be sent to the Licensing Team at Hammersmith & Fulham Council, Town Hall, King Street, London W6 9JU.

Fees for all applications are based on the ratable value of the property concerned. Details of the rateable value can be found on the valuation office website <http://www.voa.gov.uk/>

Cheques etc. should be made payable to the London Borough of Hammersmith and Fulham. Payment may also be made by debit/credit card by telephone on 020 8753 1081.

Applicants are reminded that the submission of an application to the Council does not constitute consent for the proposed alteration to the licence. The application will be considered after allowing time for the receipt of representations and consultation with other authorities.

Incomplete application forms will not be accepted and will be returned directly to the sender. Please also ensure that any plans submitted are in accordance with regulations; a checklist can also be downloaded from this website.