Minor Variations to Premises Licences and Club Premises Certificates

The holder of a Premises Licence or Club Premises Certificate can apply to make minor variations to their licence/certificate.

The application for a minor variation could 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, this 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
- Add the sale or supply of alcohol
- Authorise the supply of alcohol at any time between 11pm and 7am; 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 notice can be downloaded from here. The 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.

Once a full, valid application has been received, we shall consult with the Relevant Authorities (Police, Fire and Rescue Service, Environmental Health etc.). If no objections are received, within the 10 working day consultation period, we shall grant the variation. If, however, we receive 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 or certificate.

Objections can also be made by local residents who would be affected by the variation.

The form to make application for a minor variation is can be downloaded from here. This should be sent, with the fee of £89 to :- Licensing Department, Council of the Isles of Scilly, Town Hall, St Mary's, Isles of Scilly TR21 0LW