



Central Administration Unit
 East Northamptonshire Council
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 Northamptonshire
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Dear Applicant

Licensing Act 2003 – Application to vary Premises Licence

Please find enclosed all of the information you need to apply to vary your Premises Licence under the Licensing Act 2003. Within this letter you will find:-

- Application to vary a Premises Licence
- List of responsible authorities.
- Blue Notice
- Sample wording for newspaper advertisement

Below is a step by step guide to help you through this process. All of the relevant information including fees is contained within the enclosed checklists

Step One

Read the guidance notes enclosed as these will assist you in completing the application form. Ensure you have completed all of the correct boxes within the application form. If you need any assistance with this process please contact the Licensing Unit.

Step Two

Please use the enclosed checklist to ensure your application is complete and have considered all of the relevant information as contained in the guidance notes and the application form. The Act requires that you issue copies of your application as follows. (all addresses are enclosed on a sheet within this pack)

<p>Premises Licence (New and Variation)</p> <p>Central Administration Unit at East Northamptonshire Council</p> <p>Local Authority</p> <p>Police</p>	<p><i>(Please note that a plan is only involved if the variation includes changes to the licensable area, or structural changes to the building)</i></p> <ul style="list-style-type: none"> ▪ Original Application, with plan, and fee made out to East Northamptonshire Council ▪ Original application + 2 copies, 1 for Environmental Health and 1 for Planning. ▪ One copy to appropriate Police Area Commander
<p>Fire and Rescue</p>	<ul style="list-style-type: none"> ▪ One copy, including a copy of plan. ▪ One copy each to Child Protection, Trading Standard and Customs and Excise.

Newspaper Advertisement	▪ Using enclosed wording for guidance, to be displayed in an appropriate local newspaper, within 10 days of the serving of the application.
Blue Notice	▪ To be displayed in clear public view, visible to passers by, from the day <u>after</u> the application is served, for a period on 28 days.

Step Three

Please return your completed:

- application forms,
- your completed checklists and associated information including fee (see schedule below)

If you require any further information or assistance please do not hesitate to contact Central Administration Unit on 01832 742102 or email licensingunit@east-northamptonshire.gov.uk.

Yours sincerely

Central Administration Unit

Enc.

LICENSING ACT 2003 – FEE SCHEDULE

Band	A	B	C	D	E
Non domestic rateable value	None-£4,300	£4,301-£33,000	£33,001-£87,000	£87,001-£125,000	£125,001+
Premises Licences*					
New application	£100	£190	£315	£450	£635
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (Bands D & E only)	N/A	N/A	N/A	X2 (£900)	X3 (£1905)
Annual charge*	£70	£180	£295	£320	£350
Annual charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises (Bands D & E only)	N/A	N/A	N/A	X2 (£640)	X3 (£1050)
Club Premises Certificates					
New application	£100	£190	£315	£450	£635
Annual charge	£70	£180	£295	£320	£350
Personal licence	£37	Temporary event notice			£21

*There are additional fees for premises licence applications and annual fee for exceptionally large scale events (5000 people +) unless certain conditions apply. Please read regulations 4(4) & 4(5) of The Licensing Act 2003 (Fees) Regulations 2005.

ADDITIONAL FEES APPLIED TO PREMISES LICENCE APPLICATIONS AND THE ANNUAL FEE, FOR EXCEPTIONALLY LARGE SCALE EVENTS

Number in attendance at any one time	Additional fee payable	Annual fee payable if applicable
5,000 - 9,999	£1,000	£500
10,000 - 14,999	£2,000	£1,000
15,000 - 19,999	£4,000	£2,000
20,000 - 29,999	£8,000	£4,000
30,000 - 39,999	£16,000	£8,000
40,000 - 49,999	£24,000	£16,000
50,000 - 59,999	£32,000	£16,000
60,000 - 69,999	£40,000	£20,000
70,000 - 79,999	£48,000	£24,000
80,000 - 89,000	£56,000	£28,000
90,000 and over	£64,000	£32,000



Checklist to Accompany Variation of Premises Licence Application Forms

Information Required	Detail
Variation Fee	<p>Rateable Value of Property</p> <p>_____</p> <p>Fee enclosed</p> <p>_____</p>
Plan of the Premises (where applicable) (2 copies required)	<p>Enclosed <input type="checkbox"/> Not Enclosed <input type="checkbox"/></p> <p>Plan complies with enclosed specification. <input type="checkbox"/></p> <p>If plan is required, and is not enclosed, or does not meet the necessary specification, the application will be returned</p>
Current Premises Licence Enclosed or £10.50 to replace lost licence enclosed	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Copy of Application Sent to Police Authority	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Failure to do so will result in the halting of your application until the correct submissions are made.</p>
Copy Sent to Consultees	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Failure to do so will result in the halting of your application until the correct submissions are made</p>
Blue Notice Displayed	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Failure to do so will result in the halting of your application until the notice is displayed</p>
Newspaper Advertisement Placed	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Failure to do so will result in the halting of your application until the advert is placed</p>

THIS CHECKLIST MUST ACCOMPANY YOUR APPLICATION FORM AND YOU MUST ENSURE YOU HAVE INCLUDED ALL OF THE RELEVANT INFORMATION AS LISTED ABOVE – AS THIS MAY DELAY THE PROCESSING OF YOUR APPLICATION

Local Authority – Environmental Health and Planning

Borough Council of Wellingborough

Tithe Barn Road
WELLINGBOROUGH
NN8 1BL

TEL: 01933 231964
FAX: 01933 231980
www.wellingborough.gov.uk

Corby Borough Council

Deene House
New Post Office Square
CORBY
NN17 1QB

TEL: 01536 464052
FAX: 01536 464644
www.corby.gov.uk

Daventry District Council Offices

Lodge Road
DAVENTRY
NN11 5AF

TEL: 01327 871100
FAX: 01327 302540
www.daventrydc.gov.uk

East Northamptonshire Council

East Northamptonshire House
Cedar Drive
THRAPSTON
NN14 4LZ

TEL: 01832 742057
FAX: 01832 734839
www.east-northamptonshire.gov.uk

Kettering Borough Council

Bowling Green Road
KETTERING
NN15 7QX

TEL: 01536 410333
FAX: 01536 315118
www.kettering.gov.uk

Police

Kettering, Corby, East Northants & Wellingborough

Licensing Officer
Northamptonshire Police (North)
Licensing Unit,
Unit C, Diamonds Business Centre,
Attley Way,
Irthlingborough, NN9 5GF

TEL: 08453 700 700

Daventry

Licensing Officer
DAVENTRY POLICE STATION
Area Headquarters
New Street
Daventry
NN11 4BS

TEL: 01327 300300

Fire & Rescue Services

The Inspection Team Manager
Northamptonshire Fire & Rescue
Service
Bolton House
Wootton Hall Park
Northampton
NN4 9BN

TEL: 01604 797000

Child Protection

Head of Services
Safeguarding Children & Family
Service
Northamptonshire County Council
County Hall
Guildhall Road
Northampton
NN1 1AN

TEL: 01604 236236

Trading Standards

Wootton Hall Park
Northampton
NN4 0GB

TEL: 01604 707900

Customs & Excise

Derby Detection Team
St James House
Mansfield Road
Derby
DE1 3TU

TEL: 01332 267402

Parish/Town Councils

Please contact Local Authority for
details.



Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I/We
(Insert name(s) of applicant)
being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
Post town		Post code	

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£

Part 2 – Applicant details

Daytime contact telephone number			
E-mail address (optional)			
Current postal address if different from premises address			
Post Town		Postcode	

Part 3 - Variation

Please tick yes

Do you want the proposed variation to have effect as soon as possible?

If not do you want the variation to take effect from

Day Month Year

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Please describe briefly the nature of the proposed variation (Please see guidance note 1)

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

Provision of regulated entertainment

Please tick yes

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of entertainment facilities:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

Provision of late night refreshment (if ticking yes, fill in box L)

Sale by retail of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)					
Mon								
Tue								
Wed						<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Thur								
Fri								
Sat						<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun								

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors <input type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
Day	Start	Finish		
Mon			<u>Please give further details here</u> (please read guidance note 3)	
Tue				
Wed				
Thur			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)	
Fri				
Sat				
Sun			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 5)	

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)					
Mon								
Tue								
Wed						<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Thur								
Fri								
Sat						<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun								

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Thur					
Fri					
Sat					
Sun					
			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)					
Mon								
Tue								
Wed						<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Thur								
Fri								
Sat						<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun								

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment you will be providing</u>		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun					

I

Provision of facilities for making music Standard days and timings (please read guidance note 6)			<u>Please give a description of the facilities for making music you will be providing</u>		
			Will the facilities for making music be indoors or outdoors or both – please tick (please read guidance note 2)		Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) <u>State any seasonal variations for the provision of facilities for making music</u> (please read guidance note 4) <u>Non standard timings. Where you intend to use the premises for provision of facilities for making music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			<u>Will the facilities for dancing be indoors or outdoors or both – please tick</u> (see guidance note 2)	Indoors <input type="checkbox"/>	
				Outdoors <input type="checkbox"/>	
				Both <input type="checkbox"/>	
			<u>Please give a description of the facilities for dancing you will be providing</u>		
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for providing dancing facilities</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

K

Provision of facilities for entertainment of a similar description to that falling within i or j Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment facility you will be providing</u>		
Day	Start	Finish	<u>Will the entertainment facility be indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thur					
Fri			<u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u> (please read guidance note 4)		
Sat					
Sun					
			<u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		

L

Late night refreshment Standard days and timings (please read guidance note 6)			<u>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			<u>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		

N

<p>Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)</p>
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O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			
			<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 5)

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking

- I have enclosed the premises licence
 - I have enclosed the relevant part of the premises licence
- Please tick yes

If you have not ticked one of these boxes please fill in reasons for not including the licence, or part of it, below

Reasons why I have failed to enclose the premises licence or relevant part of premises licence

P Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

Please tick yes

•	I have made or enclosed payment of the fee	<input type="checkbox"/>
•	I have sent copies of this application and the plan to responsible authorities and others where applicable	<input type="checkbox"/>
•	I understand that I must now advertise my application	<input type="checkbox"/>
•	I have enclosed the premises licence or relevant part of it or explanation	<input type="checkbox"/>
•	I understand that if I do not comply with the above requirements my application will be rejected	<input type="checkbox"/>

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 5 – Signatures (please read guidance note 10)

Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent (please read guidance note 11). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

Where the premises licence is jointly held signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent (please read guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 13)

Post town		Post code	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail your e-mail address (optional)			

Notes for Guidance

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence you should make a new premises licence application under section 17 of the Licensing Act 2003.

1. Describe 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.
2. Where taking place in a building or other structure please tick as appropriate. Marquees and Tents are generally considered as outside.
3. For example state 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 un-amplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 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.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. 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, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.

This is the address which we shall use to correspond with you about this application.

Suggested Wording for Newspaper Advertisement

Licensing Act 2003 Application for a Premises Licence (Section 17)

Notice is hereby given that SPECIFY NAME / COMPANY has applied to NAME OF COUNCIL / LOCAL AUTHORITY for the grant of a Premises Licence in respect of NAME OF PREMISES, ADDRESS OF PREMISES, and intends to carry on the following licensable activities; **(examples)** sale of alcohol, provision of late night refreshment and provision of regulated entertainment.

The Licensing register may be inspected at the Licensing Authority, NAME OF COUNCIL / LOCAL AUTHORITY, ADDRESS OF COUNCIL / LOCAL AUTHORITY, between SPECIFY HOURS. Any representation by a Responsible Authority or Interested Party must be made in writing to the above address by SPECIFY DATE.

It is an offence knowingly to make a false statement in connection with an application punishable on summary conviction by a maximum fine of £5,000.

NAME OF INDIVIDUAL / SOLICITOR OR AGENT