



## **How do I vary the premises licence?**

**A premises licence holder may apply to the licensing authority to vary the licence.**

### **What can I vary?**

Variations could include the opening times of the premises, or even changes to the physical shape of the premises covered by the licence. More probably, it will relate to the licensable activities of the licence or conditions attached to the licence.

Provided the application to vary is not to extend the period for which the licence has effect or to vary substantially the premises to which it relates, the licensing authority must make the variation (unless there are relevant representations from interested parties such as local residents or responsible authorities such as the police). When representations are made, the licensing authority must hold a hearing to consider them (unless all parties agree that this is unnecessary) and, having regard to the representations, take such steps as it considers necessary for the promotion of the licensing objectives, such as modifying the conditions of the licence or rejecting whole or part of the application. A fee will be charged for any application to vary a premises licence.

### **What else do I need to do?**

Regulations made by the Secretary of State prescribe the form and manner of making the application. Copies of the application form, including any relevant accompanying documents, must be sent to the responsible authorities on the same day as the application is given to the relevant licensing authority. Applications must also be advertised to allow interested parties to make representations.

At Dadds LLP Licensing Solicitors we can assist you in applying to vary your Premises Licence. After consulting with you free of charge to establish your needs, we will complete the application on your behalf as your Licensing Solicitors and send it, with the fee and supplementary information to the appropriate authorities.

### **How we can help?**

Call us on **01277 631 811** or complete the form on our [website](#) for more information.