

# LICENSING ACT 2003 MINOR VARIATION OF PREMISES LICENCE

<b>Name of Applicant :</b>
<b>Name and Address of Premises :</b>
have/has applied to Charnwood Borough Council for a minor variation of a Premises Licence in respect of the premises.
<b>The minor variation applied for is to :</b>

Dated:

Any objections in respect of the application should be made in writing, using the Representation Form which can be found at [https://www.charnwood.gov.uk/pages/object\\_to\\_premises\\_licence\\_or\\_club\\_certificate](https://www.charnwood.gov.uk/pages/object_to_premises_licence_or_club_certificate) to:

Licensing Manager, Charnwood Borough Council, Council Offices, Southfield Road, Loughborough, Leicestershire, LE11 2TX, **and must be made by the following date:-**

A record of the application can be inspected at the Council Offices at the aforementioned address during normal office hours. It is an offence to knowingly or recklessly make a false statement in or in connection with an application. Any person found guilty of such offence shall be liable on summary conviction to a maximum fine in the sum of £5000.00. Guidance for making objections can be found using the above link.

**Licensing Section contact details:**

<b>Personal visit to:</b>  Charnwood Borough Council Licensing Section Southfield Road Loughborough Leicestershire LE11 2TX	<b>Writing to us at:</b>  The Licensing Section Charnwood Borough Council Council Offices Southfield Road Loughborough Leicestershire LE11 2TX
<b>Email:</b> <a href="mailto:licensing@charnwood.gov.uk">licensing@charnwood.gov.uk</a>	<b>Phone: 01509 634562</b>
<b>Internet:</b> <a href="http://www.charnwood.gov.uk">www.charnwood.gov.uk</a>	<b>Fax: 01509 632529</b>

**AN APPOINTMENT SYSTEM IS IN OPERATION. PLEASE MAKE AN APPOINTMENT PRIOR TO ATTENDING.**

## **GUIDANCE NOTES**

### **Important – please read carefully**

Please complete the Notice in black ink or typed in a font of a size equal to or larger than 16 – this Notice is in a font of size 16. Please note that the words which form the heading of the Notice must be in a font size equal to or larger than 32. The remainder of the Notice must be in a font size equal to or larger than 16.

The Notice must be of a size equal to or larger than A4. This Notice is size A4.

The Notice must be printed on white paper.

The Notice must be displayed prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises and if any part of the external perimeter of the premises that is 100 or more meters in length abuts a public highway or other place accessible to the public, by displaying such a notice at least every 50 meters along that part of the perimeter.

The Notice must be kept on display for a period of no less than 10 working days starting on the day after on which the application was given to Charnwood Borough Council.

A copy of the white Notice needs to be provided to:

The Licensing Manager  
Charnwood Borough Council  
Council Offices  
Southfield Road  
Loughborough  
Leicestershire  
LE11 2TX

Telephone – 01509 634562

Email – [Licensing@Charnwood.gov.uk](mailto:Licensing@Charnwood.gov.uk)