

Club Premises Variation checklist

Please note your application will not be complete until the check list is fully completed (validated)

- an application form
- plan of the premises (1:100) (if applicable)
- appropriate fee, dependable on rateable value of club premises if alcohol is sold, payable by cheque or telephone once application has been received.

Payments can also be taken online

<https://ip.epaycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage&siteId=218&languageCode=EN&source=AIP>

however you must **include** the receipt with applications

- Original Club Premises Certificate to be returned including Summary Part B with application
- Completed form of certificate
- Copy of newspaper and window notices to Licensing Team.
- Copy to responsible authorities listed on page 20 of the application form.

You will also need to advertise your application on and around the premises and in a local newspaper within 10 days of application

Notice of application on white paper on the site of premises for at least 28 consecutive days starting the day after the day on which the application was given to the council.

We must make the variation to the licence unless comments have been received about the application. If comments are received, we must hold a hearing within 28 days to consider them.

Minor Variation

- a completed application form
- the relevant fee

Payments can also be taken online

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however you must **include** the receipt with applications

- a plan of the premises (if applicable)
- the existing premises licence, the relevant part of it or an explanation for why you are unable to return the licence

You will need to advertise your application on the premises on a white notice for ten consecutive days, beginning on the day you give your application to us.

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