



## **GUIDANCE NOTE 9**

### **MINOR VARIATION TO PREMISE LICENCE AND CLUB PREMISE CERTIFICATE APPLICATIONS**

This guidance note provides additional information to supplement the application forms that cover minor variation applications. Additional guidance is also provided by way of notes at the back of the application forms themselves.

A minor variation application is generally considered to be a means by which premises licence and club premises certificate holders can make minor changes to their licence or certificate without the need to complete a 'full' variation application. Any change which is considered to potentially affect any of the licensing objectives cannot by definition be a 'minor' application

The licence / certificate holder benefits from a reduced application fee on a minor application coupled with a shorter consultation time and there is no automatic requirement to consult responsible authorities.

Minor applications will typically be used to apply for the following:  
Minor changes to the structure or layout of premises; small adjustments to the licensable hours; and removal of out of date, or irrelevant conditions. The legislation does not however allow changes to increase the hours for alcohol supply to be dealt with under a minor application

If the Licensing Authority does not consider the application to have an adverse effect on the four licensing objectives, the application will be granted. If the application is refused, the applicant will be advised to apply for a full variation instead.

#### **Fees**

The fee for a minor variation application is £89.

Cheques must be made payable to Milton Keynes Council but we will accept payment over the phone for submitted applications and there is also an online application where payment is made at the time of submission

#### **Plans**

Any Minor Variation application where the applicant is intending to make an alteration to the structural or internal layout of the premises **MUST** be accompanied by a plan of the premises. These should be provided to a scale and must clear and legible. All plans need to contain the following information:  
*The extent of the boundary of the building, including external and*

*internal walls and, if different, the perimeter of the premise.*  
*Points of access to and egress from the premise (and if different, the locations of escape routes)*  
*Areas of the premise used for each licensable activity*  
*Fixed structures (including furniture) that may inhibit the ability of persons to escape from the premise*  
*The location and height of stages or raised areas in the premise*  
*The location of steps, stair, lifts or elevators in the premise*  
*The location of rooms containing public conveniences in the premise*  
*The location and type of fire safety and other safety equipment in the premise*  
*Any kitchen location at the premise*

A legend may be used on the plan to show any of these issues.

### **Advertising of application**

Applications for minor variation applications will require a notice to be displayed at the premises in a place where the public can conveniently read it. Where the premises concerned abuts a public highway for more than 100 metres, a notice must be placed at least every 50 metres at the premises. This notice is displayed to allow interested parties (such as local residents and Town /Parish Councils) the opportunity to make representations on any application (e.g. on the increased noise disturbance it could cause). The notice must be of A4 or larger, in black typeface on a white background and must include the following details:

- a) The name of the applicant or club.
- b) The postal address of the premise concerned.
- c) The postal address and World Wide Web address of the Licensing authority where the register is kept, and details of where and when the application document can be viewed (Please see note 1 below)
- d) The date by which representation from an Interested Party and/ or a Responsible Authority can be made about the application (Please see note 2 below).
- e) A statement that any representations must be in writing.
- f) A statement that it is an offence to make a false statement in connection with an application.
- g) Details of what the minor variation application entails, i.e. the hours/ licensable activities to be amended, any additions/changes/ removal of conditions.

#### **Note 1:**

The address of the Licensing Authority is: -  
Licensing Team, Milton Keynes Council, Civic Offices, 1 Saxon Gate East, Milton Keynes MK9 3EJ.

The Internet address of the Licensing Authority is:

[www.milton-keynes.gov.uk/licensing](http://www.milton-keynes.gov.uk/licensing)

The Licensing Register can normally be accessed Mondays to Thursdays between the hours of 9am and 5pm, and Fridays 9am - 4pm (excluding bank holidays).

**Note 2:**

**Representations can be made at anytime up to and including 10 working days after the day on which the application was given to the Licensing Authority. This date must be included on the notice.**

**There is no requirement for an advert to be placed in the local press.**

**Any legitimate representation will lead to the application being refused (because it can't be a minor change)**

**Failure to comply with these requirements will invalidate an application.**

**A proforma notice can be supplied if you contact us below.**

**The Licensing Team  
Milton Keynes Council  
Civic Offices  
1 Saxon Gate East  
Milton Keynes MK9 3EJ  
01908 252800  
Email: [licensing@milton-keynes.gov.uk](mailto:licensing@milton-keynes.gov.uk)**

***Reviewed December 2016***