|  |  |  |
| --- | --- | --- |
| LICENSING ACT 2003: MINOR VARIATION OF | | |
| , full name of applicant(s)/name of club | | |
| Hereby give notice that  have applied to Eastleigh Borough Council for minor variation of a  under the Licensing Act 2003, as follows: | | |
| Name and postal address of premises | |  |
| address of premises and post code | | |
| The application is for the following minor variation(s): | | |
| details of minor variation applied for | | |
| The relevant licensing authority is Eastleigh Borough Council, and the statutory register may be inspected at Eastleigh House, Upper Market Street, Eastleigh SO50 9YN or the Licensing Office at the Civic Centre, Southampton SO14 7LY between 09:00 and 12:00 or between 14:00 and 16:00, Mondays to Fridays, or online at licensing.eastleigh.gov.uk | | |
| Any representations by an interested party or a relevant authority must be made in writing to the Licensing Team, Southampton & Eastleigh Licensing Partnership, PO Box 1767, Southampton SO18 9LA so as to be received by them between the [insert application date] and [insert date 10 clear working days after the application date]. | | |
| Please note that it is an offence knowingly or recklessly to make a false statement in connection with an application and, on summary conviction for the offence, a person is liable to a fine not exceeding level five on the standard scale (currently £5000). | | |
| Dated: |  | |
| Signed: |  | |

**This extract from the Licensing Act 2003 (Premises and Club Premises Certificate) Regulations 2005, as amended, by the Licensing Act 2003 (Premises Licences and Club Premises Certificates) (Miscellaneous Amendments) Regulations 2009, does not form part of the required statutory notice but is provided in order to assist applicants. Please note that there is NO requirement for a newspaper notice for a minor variation application.**

**“Advertisement of applications: minor variations**

**26A.**—

1. In the case of an application for minor variation of a premises licence or club premises certificate (under section 41A or 86A respectively) the person making the application shall advertise the application for the required period—
   1. by displaying a notice which complies with paragraph (2) prominently at or on the premises to which the application relates so that it can be conveniently read from the exterior of the premises, and
   2. if any part of the external perimeter of the premises that is one hundred or more metres in length abuts a public highway or other place accessible to the public, by displaying such a notice at least every fifty metres along that part of the perimeter.
2. A notice complies with this paragraph if—
   1. it is—
      1. white,
      2. of a size equal to or larger than A4,
      3. printed legibly in black ink or typed in black;
   2. it includes the following information—
      1. in the case of an application under section 41A, at or near the top of the notice the heading “Licensing Act 2003: Minor Variation of Premises Licence”,
      2. in the case of an application under section 86A, at or near the top of the notice the heading “Licensing Act 2003: Minor Variation of Club Premises Certificate”,
      3. a brief description of the proposed variation or variations,
      4. the name of the applicant or club,
      5. the postal address of the premises or club premises, if any, or if there is no postal address for the premises a description of those premises sufficient to enable the location and extent of the premises or club premises to be identified,
      6. the postal address and, where applicable, the worldwide web address where the register of the relevant licensing authority is kept and where and when the record of the application may be inspected,
      7. the date by which an interested party may make representations to the relevant licensing authority
      8. that it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence;
   3. the information referred to in subparagraph (b)(i) or (ii) above is printed or typed in a font of a size equal to or larger than 32;
   4. the remainder of the notice is printed or typed in a font of a size equal to or larger than 16.
3. In this regulation “the required period” is the continuous period beginning on the first working day after the day on which the application was given to the relevant licensing authority and ending at the expiry of the ninth consecutive working day after that day.”