

Guidance Notes - Minor Variation Online Application

Once you have logged into the online portal, please select “Licensing Act 2003”.

Step 1 – General Details

- Licence type – premises licence
- Application type – premises licence minor variation
- Please ensure to read the additional information before proceeding any further
- Please select “yes” once you have read the guidance notes above
- Rateable value – select minor variation as this is a fixed fee
- Licence capacity – select minor variation as this is a fixed fee
- Contact details – please provide the premises address details in full
- Trading name – please complete this
- Please complete the next section by either selecting proposed licence holder (this is the current and existing premises licence holder) or the agent. Please ensure to select the relevant option whether it’s a company, charity or individual
- Please include additional contacts or additional proposed licence holders if applicable

Step 2 – Premises Additional Details

- Premises Licence Number – this will start with HDC/PRE or HDC/CPC
- Please input the premises telephone number
- Legal Status – please select one of the available options
- Non-domestic rateable value of premises – this can be found on the below link

[Find a property - Valuation Office Agency - GOV.UK](#)

Step 3 – Proposed Variation

- Please select yes if you wish for the proposed variation to have effect as soon as possible
- Please select yes if you wish for the proposed variation to have effect in relation to the introduction of the late-night levy
- Details of proposed variation – please include full details of what you propose to vary on the existing premises licence

Step 4 – Additional Information – Operating Schedule

- Please read the notes on regulated entertainment before proceeding any further with the application and select “yes” to confirm that you have
- Select any of the licensable activities if any of them would be subject to change if the application is successful

Step 5 – Additional Information

- Please select “yes” if you have enclosed a copy of the current premises licence or provide an explanation if you are unable to
- Please select “yes” if you have enclosed a copy of the new plan if the layout is subject to change
- Please provide any additional information to support your application if applicable

File Uploads

- Please upload a copy of the current premises licence
- Please upload a copy of the plan if the layout is subject to change
- Please upload any other relevant supporting documents

Confirmation

- Please read through your answers on the application before scrolling down the screen to click submit
- The online portal will then re-direct you to the payment page to pay the application fee – please ensure to pay this as we are unable to process the application without the fee