

Guidance Notes – Full Variation Online Application

When first logging into the online portal, please select Huntingdonshire District Council as your local council area.

The portal will then verify Huntingdonshire District Council as the current council area.

Please select Licensing on the left-hand side of the screen (if you are using a mobile device, you may need to swipe to view the left-hand side of the screen).

Select Licensing Act 2003.

Step 1 – General Details

- Select Premises Licence as the licence type.
- Select Premises Licence – Full Variation as the application type.
- Please read the additional information provided before proceeding any further with the application
- Then please select yes once you have read and approved the guidance notes
- Select the rateable value of the premises – this can be checked via the link below

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

- Select the licence capacity – this will then show the relevant application fee
- Contact Details – Please enter the address of the premises
- Enter the trading name of the premises
- Please select whether you are the proposed licence holder applying, or you are the agent applying on behalf of the proposed licence holder
- Proposed Licence Holder Details – this is the current premises licence holder. Please enter the licence holder registered address, name (whether it's a company, charity or individual), and contact details.
- Agent Details (if applicable) – please enter the agent registered address, name (whether it's a company, charity or individual), and contact details.
- Additional proposed licence holders – please provide the same information if there is more than one licence holder.
- Additional contacts – only applicable for directors of the limited company, if the proposed licence holder is a limited company.

Step 2 – Premises Additional Details

- Premises Licence Number is required – this will start with HDC/PRE or HDC/CPC.
- Premises telephone Number – please provide the best contact telephone number for the premises.
- Please select the legal status of the premises.
- Please enter the non-domestic rateable value of the premises.

Step 3 – Variation Details

- Please select yes if you wish for the proposed variation to take 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 (only if applicable).
- If the proposed variation would mean 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend
- Please provide in detail what you intend to vary on the licence

Step 4 – Provision of Regulated Entertainment

- Please read the additional information
- Select yes if plays will be subject to change if this application is successful. If so, please provide new times and further information.

Step 5 – Provision of Films

- Select yes if films will be subject to change if this application is successful. If so, please provide new times and further information.

Step 6 – Provision of Indoor Sporting Events

- Select yes if indoor sporting events will be subject to change if this application is successful. If so, please provide new times and further information.

Step 7 – Provision of Boxing or Wrestling Entertainments

- Select yes if boxing or wrestling entertainment will be subject to change if this application is successful. If so, please provide new times and further information.

Step 8 – Provision of Live Music

- Select yes if live music will be subject to change if this application is successful. If so, please provide new times and further information.

Step 9 – Provision of Recorded Music

- Select yes if recorded music will be subject to change if this application is successful. If so, please provide new times and further information.

Step 10 – Provision of Performances of Dance

- Select yes if performances of dance will be subject to change if this application is successful. If so, please provide new times and further information.

Step 11 – Provision of anything of a similar description to Live Music, Recorded Music, or Performances of Dance

- Select yes if anything similar to live music, recorded music, or performances of dance will be subject to change if this application is successful. If so, please provide new times and further information.

Step 12 – Provision of Late-Night Refreshment

- Select yes if late-night refreshment will be subject to change if this application is successful. If so, please provide new times and further information.

Step 13 – Supply of Alcohol

- Select yes if supply of alcohol will be subject to change if this application is successful. If so, please provide new times and further information.

Step 14 – Adult Entertainment

- Please provide information about anything intended to occur at the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises.

Step 15 – Hours open to the public

- Please provide the opening hours of the premises, along with any seasonal variations or non-standard timings.
- Please state any current conditions on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.
- Please select yes if you have enclosed the current premises licence with this application.
- Please select yes if you have enclosed the relevant part of the premises licence.
- If you are unable to enclose the current premises licence, please provide us with an explanation.

Step 16 – Additional time bands

- Please enter any additional time bands for the licensable activities if applicable, such as 08:00 to 10:00 and 12:00 to 15:00.

Step 17 – Licensing Objectives

- Please describe the steps you intend to take to promote the four licensing objectives in the relevant sections.

File Uploads

- Please upload the following documents:
 - Current premises licence.
 - Revised premises floor plan (if applicable).
 - Public notice draft (please do not display this until the Licensing Team have notified you that the application is valid).