

# LICENSING ACT 2003:

## Minor Variation of a Club Premises Certificate

Notice is hereby given that an application has been made to Tamworth Borough Council's Licensing Authority for a Minor Variation of the Club Premises Certificate in respect of the premises shown below.

Details of the application can be inspected between the hours of 9am and 5pm, Monday to Friday at:

**Tamworth Borough Council, Marmion House,  
Lichfield Street Tamworth, Staffordshire, B79 7BZ**

Any interested party wishing to make a representation in respect of this application should do so in writing to the above address, or via e-mail to: [publicprotection@tamworth.gov.uk](mailto:publicprotection@tamworth.gov.uk) before the date specified below.

All representations must include the full name, address and contact details of the interested party (or parties) making the representation. Representations submitted after the specified date cannot be considered.

**It is an offence to knowingly or recklessly make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction, is £5000.**

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**Name of applicant** .....

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**Name and Postal  
Address of  
Premises:** .....

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**Details of the minor variation:** .....

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**Date by which Representations must be made:** .....

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# Guidance Notes for Applicants on the completion and display of the Minor Variation Site Notice

## Please note, you do not need to display these guidance notes.

1. The site notice must be printed on white paper, of size A4 or greater.
2. The site notice must be printed legibly in black ink or typed in black, in a font size equal to or larger than, 32 for the heading text and 16 for the body text.
3. The site notice must be correctly completed and prominently displayed at or on the premises to which it relates.
4. The notice must be displayed so that it can be conveniently read from the exterior of the premises by members of the public.
5. The notice must be displayed for ten working days, starting on the day after the day, on which the minor variation application was submitted to Tamworth Borough Council's Licensing Authority.
6. If any part of the external perimeter of the premises abuts a public highway, or other place accessible to the public, for a distance of one hundred metres or more, then a copy of this notice must be displayed every fifty metre interval.
7. The site notice must include all the relevant statutory information, as given in the example site notice.
8. The following information must be included to the site notice by the applicant, at the sections clearly identified for that purpose:
  - (a) *The name of the applicant – this will normally be the holder of the premises licence;*
  - (b) *The name that the premises is known by and the postal address of the premises. If there is no postal address for the premises enter a description of the premises sufficient to enable the location and extent of the premises to be identified.*
  - (c) *A brief description of the proposed minor variation.*
  - (d) *The last date that representations on the application can be made. This date must be ten **working** days after the date, on which the application is submitted to Tamworth Borough Council's Licensing Authority.*