



Town Hall
Ingrave Road, Brentwood
Essex CM15 8AY
Tel: 01277 312500 Minicom: 01277 312809
Fax: 01277 312743 DX No. 5001
www.brentwood.gov.uk

Licensing Authority
When telephoning or calling please ask for the
Licensing Officer
Tel: 01277 312523
Email: licensing@brentwood.gov.uk
Fax: 01277 312526

Updated 25TH January 2011

Dear Sir/Madam

Licensing Act 2003
Application for a Variation of a Premises Licence

Please find enclosed the application form for you to apply for a Premises Licence under the provisions of Section 34 of the Licensing Act 2003. You should note that this is a prescribed form issued by the Government.

The application form must be completed in BLACK INK. Please read the instructions and guidance notes before completing the form. When submitting your application to the above address, you must also enclose:

- The appropriate application fee, if any, as shown on the enclosed information sheet
- A plan of the premises at a scale 1:100 which complies with the Regulations as detailed in the enclosed information sheet
- The premises licence or relevant part of it or an explanation why the premises licence or relevant part are not enclosed

You are required to serve a copy of your complete application on the Responsible Authorities:

- Essex Police
- Essex Fire & Rescue Service
- Environmental Health Pollution Team
- Health and Safety Enforcing Authority
- Trading Standards
- Essex Child Protection Committee
- Planning Authority

This must be done on the same day that the application is given to the Licensing Authority. The contact addresses are included in the application pack.

You are also required to publish a notice in a local newspaper on at least one occasion during the period of ten working days after the day on which the application was given to the Licensing Authority. The published notice must contain the prescribed information as detailed in the enclosed information sheet.

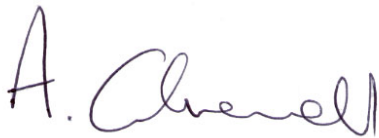
Additionally, you are required to display a notice prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises. This notice must be in the prescribed format on pale blue paper and contain the required information. It must be displayed for a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the Licensing Authority. To assist applicants, a suitable notice is included in the application pack.

Failure to comply with any of the above requirements will mean that your application is not valid and cannot be considered.

If you wish to submit the application in person so that it can be checked, please telephone 01277 312523 to make an appointment to see the Licensing Officer. Alternatively, the application can be sent to the Licensing Section at the above address.

Should you have any queries with regard to the application procedure, please do not hesitate to contact this office.

Yours Faithfully

A handwritten signature in blue ink that reads "A. Chenevill". The signature is written in a cursive style with a large initial 'A'.

For Licensing Authority