

GUIDANCE NOTES

APPLICATION TO VARY A CLUB PREMISES CERTIFICATE

If you are the holder of a club premises certificate, you can apply to make changes to it. These changes could be to extend the current licensable activities, to add another qualifying club activity or to make any structural alterations to the premises.

(Please note: if you make significant structural alterations to your premises you may need to apply for a new Club Premises Certificate)

Instructions on how to apply

1. Complete the **green form** in accordance with the guidance notes at the end of the form.
2. A **plan of the premises** needs to be attached if a variation is being made to the physical shape of the premises – see plan guidance document.
3. The completed application and plan must be circulated to the **Responsible Authorities** listed on a separate document. Please ensure you keep a completed copy for yourself for your own records and to refer to.
4. The completed **original application** documents must be submitted to the Licensing Authority (Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD) with the plans and payment of the appropriate **fee** (see fee guidance document to determine your fee).
5. The application must be **advertised** in the local press in accordance with the guidelines within 10 days of submitting your completed application to the Licensing Authority. A **blue notice** must also be placed in the window of your premises in accordance with the guidelines (notice template provided)

If you require any help with the completion of your form, you are advised to seek your own legal advice.

Licensing Service
Block C, Staniforth Road Depot
Staniforth Road
Sheffield
S9 3HD

Tel: 0114 2734264

Email: licensing@sheffield.gov.uk