

EXAMPLE - [to be printed on WHITE A4 paper]

## **LICENSING ACT 2003**

# **MINOR VARIATION OF PREMISES LICENCE**

I/we, [*Name of applicant* ] hereby give notice that I/we have applied to vary the premises licence in respect of [*Name & Address of Premises*]  
The application is to...[*Give details of minor variation*]

A record of the application has been placed on the licensing authority's public register <https://licensing.ribblevalley.gov.uk>

Any Responsible Authority or Other Person who wishes to make representations regarding this application must give notice in writing to the Administration & Licensing Officer, Ribble Valley Borough Council, Council Offices, Church Walk, Clitheroe BB7 2RA or by email to [licensing@ribblevalley.gov.uk](mailto:licensing@ribblevalley.gov.uk) not later than [*insert date - this date is 10 WORKING DAYS after the application is submitted to the Council*].

It is an offence to knowingly or recklessly make a false statement in connection with an application. A person guilty of such an offence is liable on summary conviction to a fine of any amount.