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Variation to a club premises certificate

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If you wish to make changes to your club premises certificate, such as to include further licensable activities or alter the operating times, layout or conditions, you can apply for a variation.

There is a **28 day consultation period** when you apply to vary a club premises certificate.

If no objections are received at the end of this period the application will be granted and we aim to issue your licence within 10 working days.

Some very small changes to your certificate can be made on a [minor variation](#) application.

Apply to vary your club premises certificate

Please read the [guidance notes \[PDF 198KB\]](#) before applying.

This gives information about the application procedure including requirements for submitting plans if the layout is to be changed, advertising the application, the requirement to serve the application on each of the responsible authorities and the fees.

[Apply online now](#)

Or download and complete the [club premises certificate variation application form \[PDF 159KB\]](#).

The form should be accompanied by the correct fee and a plan of the club if the layout is changing. You will also need to return the current club premises certificate and summary.

Consultation period

Any responsible authority or interested party may make representations within the 28 day consultation period to the licensing authority in respect to the proposed variation to the certificate.

If representations are made a hearing will be held to consider the application and the representations. The licensing authority will notify all parties of the decision.

An interested party is:

- A person living near the premises or a body representing such a person
- A person involved in a business near the premises or a body representing such a person

A responsible authority or interested party may appeal if they argue that the variation to a certificate should not have been granted or that different or additional conditions or limitations on activities should have been made. They may also appeal against any variation of a condition.

Tacit consent

Tacit consent applies. This means that you will be able to act as though your application is granted if you have not heard from the local authority by the end of the target completion period.

Failed application redress/licence holder redress

Please [contact Blackpool Council's licensing service](#) in the first instance.

A failed applicant will receive notice of the refusal of the variation in writing from the licensing service. If an application is refused, the applicant may appeal the decision. An applicant can also appeal against a decision to vary or add conditions on a certificate or to exclude any club activity.

Appeals must be made to the local magistrates' court within 21 days of the decision.

Contact

Licensing service

Municipal buildings, Corporation Street, Blackpool, FY1 1NF

Telephone 01253 478572

Email licensing.la2003@blackpool.gov.uk

The licensing service is available to contact by telephone between 10.00am and 2.00pm Monday to Friday or visit in person by appointment only at the licensing desk at Blackpool Council's Customer First Centre on Corporation Street .

Additional information

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Blackpool Council

Municipal Buildings
Corporation Street
Blackpool
FY1 1NF

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