

Material Change Guidance Note

If you are a current licence holder and wish to vary the times, add or remove a named person on the Licence or add or remove an outdoor area/marquee you need to make a Material Change application using the Material Change in Circumstance form and pay an administration fee. Please note that a separate application must be made for each licence which you wish to be varied. The fee for a material change is on the relevant webpage.

Once your application form and fee are received a copy of your application will be sent to the Council's advisors for their comments. If there are no adverse comments received from advisors the licence can be varied by the Licensing Department using delegated powers.

However if any adverse comments are received the application would then need to be referred to the next suitable Licensing Committee for a decision to be taken. If your application needs to go to the committee the whole process may take three to four months depending on how long it takes for the advisors to respond. If your variation application is referred to committee you will be invited to attend the meeting to explain to the committee why you consider your application should be granted.