



OFFICE USE ONLY

Additional Information for the Variation of an Entertainments Licence

You will need to complete the relevant sections of this form as well as **Form EL-1** if you are making an application for the variation of an Entertainments Licence. If you need any help filling in this form call us on **028 9027 0650** or come into our office.

I. About your premises and the type of variation you are applying for

Premises/location name: _____

Address and postcode: _____

What type of variation to your existing entertainments licence are you applying for?

(tick box or boxes that apply)

- change in the days and hours which you are currently permitted to provide entertainment **(fill in Section 2)**
- a change in the terms and conditions, or any special condition **(fill in Section 3)**
- proposed extension or alteration of the layout of your premises **(fill in Section 4)**
- to include an area of your premises that is not currently licensed **(fill in Section 4)**

2. Change to existing days and hours of use

Proposed days and hours of use

If you propose to change the days and hours of use during which you are currently permitted to provide entertainment in your premises please complete the table

Days	Current Hours	Proposed Hours

Note: Should you apply for hours beyond 01:00 am your application will have to be considered by our Licensing Committee.

If you wish to extend the use of hours of entertainment beyond 01:00am please outline your reasons

3. Change to the existing terms and conditions

If you are asking us to change the terms and conditions, or any special condition attached to your existing Entertainments Licence please tell us exactly what you wish changed, and what you want it changed to:

4. Extending or altering the layout, or including a new area of the premises

Please give us a description of the extension or alteration in layout, or tell us about the area within the premises that you now want to have included on your entertainments licence:

(you will also need to give us 3 copies of existing and proposed layout plans)

If you propose to alter or extend your premises have you obtained or applied for

a) Building Regulations (Building Control) approval? Yes No

If “Yes” provide your Building Control Reference Number: _____

If “No” we advise that you should contact us and we can offer a free pre-submission consultation on you proposals.

b) Planning Permission? Yes No Not required

If “Yes” please give the Planning Reference Number: _____

If “No” we advise that you should contact the Belfast Planning Service on their central contact number 0300 200 7830 or email planning@belfastcity.gov.uk to check if you need planning permission. If a premises needs planning permission we will not issue an Entertainment Licence until it has been obtained.

5. Declaration

I am/we are providing this information in addition to that given on **Form EL-I** and that the information I/we have given in this form is correct and complete

Name of applicant (print) _____

Signature of applicant: _____

Date: _____

Note: For details of how we will use information about you see our privacy notice on the Entertainments Licence Application Form EL-I and corporate information about privacy and GDPR can be found at: www.belfastcity.gov.uk/privacy.

**Please submit this form along with a completed
Entertainments Licence Application Form EL-I**