

**Application for a minor variation to a premises licence or club premises certificate under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the Guidance Notes at the end of the form, especially Note 1.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and in black ink. Use additional sheets if necessary.

Once completed please send your application to the relevant licensing authority. You may wish to keep a copy of the completed form for your records.

Co-operative Group Food Ltd

**(Insert name(s) of applicant)**

being the premises licence holder(s)/club holding a club premises certificate, apply to vary a premises licence under section 41A/club premises certificate under section 86A of the Licensing Act 2003 for the premises described in Part 1 below.

**Part 1 – Premises details**

|                                                                                                                                                     |                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Postal address of premises (or, if none, ordnance survey map reference, or description)<br>Co-op Norwich - Sprowston Road<br>195-197 Sprowston Road |                     |
| Post town<br>Norwich                                                                                                                                | Postcode<br>NR3 4JR |

**Telephone number at premises (if any)**

|  |
|--|
|  |
|--|

**Premises licence number/club premises certificate number**

17/00979/PREM

**Brief description of premises** (Please see Guidance Note 2)

Convenience store selling groceries and alcohol for consumption off the premises.

## Part 2 – Applicant Details

I am/we are the premises licence holder/club premises certificate holder. (Please delete as appropriate)

Contact phone number in working hours (if any)

Applicant Postal address IF DIFFERENT FROM PREMISES ADDRESS

Co-operative Group Food Ltd  
Dept 10227  
1 Angel Square

Post town  
Manchester

Postcode  
M60 0AG

Please provide email address if you would prefer us to contact you by email (optional)

[REDACTED]

## Part 3 – Proposed variation(s)

Please tick

Do you want the proposed variation to have effect as soon as possible? ☒ Yes ☐ No

DDMMYYYY

If not, from what date do you want the variation to take effect?

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see Guidance Note 3) ☐ Yes ☒ No

**Please describe the proposed variation(s) in detail in the box below and explain why you consider that they could not have an adverse effect on the promotion of any of the licensing objectives (See Guidance Note 1). This should include whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent):**

**Details of proposed variation(s)** (Please see Guidance Note 4)

We are making minor alterations to the store layout as detailed on the attached plan. These alterations will not have an adverse effect on the promotions of the licensing objectives.

**Details of proposed variation(s) (Continued)**

#### Part 4 – Operating Schedule

Please tick those parts of the Operating Schedule which would be subject to change if this application to vary were successful.

##### Provision of regulated entertainment (please read guidance note 5)

Please tick all that apply

- |                                                                             |                          |
|-----------------------------------------------------------------------------|--------------------------|
| a. plays                                                                    | <input type="checkbox"/> |
| b. films                                                                    | <input type="checkbox"/> |
| c. indoor sporting events                                                   | <input type="checkbox"/> |
| d. boxing or wrestling entertainment                                        | <input type="checkbox"/> |
| e. live music                                                               | <input type="checkbox"/> |
| f. recorded music                                                           | <input type="checkbox"/> |
| g. performances of dance                                                    | <input type="checkbox"/> |
| h. anything of a similar description to that falling within (e), (f) or (g) | <input type="checkbox"/> |

|                                            |                          |
|--------------------------------------------|--------------------------|
| <b>Provision of late night refreshment</b> | <input type="checkbox"/> |
|--------------------------------------------|--------------------------|

|                          |                          |
|--------------------------|--------------------------|
| <b>Supply of alcohol</b> | <input type="checkbox"/> |
|--------------------------|--------------------------|

(Note that this can only relate to reducing licensed hours, or moving them without any overall increase between 7am and 11pm)

Please tick to indicate you have enclosed the following:

I have enclosed the premises licence/club premises certificate ☒

I have enclosed the relevant part of the premises licence/  
club premises certificate ☒

I have included a copy of the plan  
(this is necessary if the proposed variation will affect the layout) ☒

If you have not ticked one of the previous three boxes, please explain why in the box below.

**Reasons why you have not enclosed the premises licence/club premises certificate or relevant parts.**

Electronic copy included. If you originally sent it as a hard copy by post, we will securely destroy this on receipt of the new one, unless specified otherwise.

**Any further information to support your application. (See Guidance Note 6)**

**CHECKLIST:**

Please tick to indicate agreement

- I have made or enclose payment of the fee. ☒
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy. ☐
- I have enclosed the plan, if appropriate, of the premises in scale [1mm to 100mm], unless otherwise agreed with the licensing authority. ☒
- I have enclosed the premises licence/club premises certificate or relevant part of it or provided an explanation. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒

I understand that I must now advertise my application for a continuous period beginning on the first working day after the day on which the application was given to the relevant licensing authority and ending at the expiry of the ninth consecutive working day after that day.

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**Part 5 – Signatures and Contact Details**  
(See Guidance Note 7)

**Premises Licence:** Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (see Guidance Note 8). If signing on behalf of the applicant, please state your name and in what capacity you are authorised to sign:

|           |                                                                     |
|-----------|---------------------------------------------------------------------|
| Signature | Jackie Taylor (Business Support Services)                           |
| Date      | 08/07/2026                                                          |
| Capacity  | Licensing Practitioner on behalf of the Co-Operative Group Food Ltd |

**Where the premises licence is jointly held, signature of 2<sup>nd</sup> applicant (the current premises licence holder) or 2<sup>nd</sup> applicant's solicitor or other authorised agent** (See Guidance Note 9). If signing on behalf of the applicant, please state in what capacity.

|           |  |
|-----------|--|
| Signature |  |
| Date      |  |
| Capacity  |  |

**Where the premises are a club**

I (insert full name) make this application on behalf of the club and have authority to bind the club.

|           |  |
|-----------|--|
| Signature |  |
| Date      |  |
| Capacity  |  |

|                                                                                                                                                                                             |                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Contact name (where not previously given) and address for correspondence associated with this application. (See Guidance Note 10)<br>Co-operative Group Ltd<br>Dept 10227<br>1 Angel Square |                                                                                                    |
| Post town Manchester                                                                                                                                                                        | Postcode M60 0AG                                                                                   |
| Telephone number (if any)                                                                                                                                                                   | If you would prefer us to correspond with you by email your email address (optional)<br>[REDACTED] |

### Notes for Guidance

1. General Note: The minor variations process can only be used for variations that could have no adverse impact on the promotion of any of the four licensing objectives. (These are: the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm.)

It cannot be used to:

- extend the period for which the licence has effect;
- vary substantially the premises to which it relates;
- specify, in a premises licence, an individual as the designated premises supervisor;
- add the sale by retail or supply of alcohol as an activity authorised by a licence or certificate;
- authorise the sale by retail or supply of alcohol at any time between 11pm and 7am;
- authorise an increase in the amount of time on any day during which alcohol may be sold by retail or supplied;
- include the alternative licence condition referred to in section 41D(3) of the Licensing Act 2003 in a premises licence.

2. Description of premises: For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. This should include any activities in or associated with the use of the premises which may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines etc.

3. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.

4. Give full details of all the proposed variation(s). Failure to provide sufficient information may lead to the refusal of your application. Details should include a description of the proposed variation(s) in terms as precise as possible. If you are not precise, the licensing authority may decide that the changes you propose would be potentially broader in scope than you intend and reject your application as not being a 'minor' variation. You should also include a statement about why you consider the variations proposed could not have an impact on the licensing objectives listed in section 4(2) of the Act. You should cover each of the objectives that could possibly apply to your proposal (or if more than one, to each proposal) and say why you think there could be no adverse impact on that objective. Your application will be assisted by including as much

