



@thehubmelbourn

www.melbournhub.co.uk

centremanager@melbournhub.co.uk

PC91/17

melbourn hub

30 High Street

Melbourn

Herts

SG8 6DZ

01763 263303 #1

5th March 2018

For the Attention of the Assistant Clerk to Melbourn Parish Council

Dear Madam Assistant Clerk,

Re: **Variation of Premises Licence**

We write to you requesting parish council consent to vary the Premises Licence for the Hub building to include the sale of alcohol, according to the provisions in the Lease, as stated in Section 17.

During the past year many events were held when alcohol was on sale under the provisions of TEN's licences. Our forward events schedule contains many similar such events for 2018, and it has become financially sensible to apply for variation of the Premises Licence so that individual TEN's applications are avoided.

Individual TEN's licences cost £21 and involve considerable effort. The Premises Licence application is £100, renewed for £70 in following years. It is estimated the Premises Licence for the sale of alcohol will save about £150 pa, and eliminate the repetitive TEN's application process.

The preferred licence format will include all Hub directors as jointly responsible for the safe conduct of business, although they are not individually named. We are obliged under the Licensing Act 2003 to advertise once in the local press and further display the notice of application to vary the License for 28 days.

We would appreciate the council formally agreeing this proposal and confirming the decision as soon as possible.

Yours sincerely

John Travis (Chair)

On behalf of Melbourn Community Hub Management Group