



Animal Activities Licence – Variation of Licence Application Form

Notes for Licence holder/Operator

If an adjustment needs to be made to your licence after it has been issued, whether it is to the licence itself or to the premises / animals referred to in the licence, you will need to make an application to us. You can do this by using the online form below.

The cost to consider a variation request is £95. After your request has been received, you will be contacted to pay the fee. Applications will only be accepted and deemed valid once payment has fully cleared.

We will consider the application for variation within 10 weeks of receipt. An officer may visit the premises unannounced, or announced as part of the review process, to determine whether the requested variation will be granted. Please provide relevant information to support your application.

Licence holders will be notified in writing of the result of the variation application.

Full Name of Applicant(s)	
Address of Applicant(s)	
Contact Numbers for Applicant(s) (Landline and Mobile)	
E-mail Address of Applicant(s)	

Name of Business	
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Address of Licenced premises (if different to applicant details)	
Date of Last Inspection	
Licence Number	
Reason for requesting variation of licence: (Please provide all relevant details to support your application)	

Please provide any other supplementary evidence (eg copies of relevant documentation, photographs, etc).

Date:	Signature of applicant:
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Please return this form to: Environmental Health Team Leader (Food, Health & Safety Team), 88-90 Pier Avenue, Clacton-on-Sea, Essex CO15 1NT, or e-mail a scanned, signed copy to fhsadmin@tendringdc.gov.uk.