

**HIGHLAND LICENSING BOARD**

**ALTERATIONS TO PREMISES**

- **The Board's permission is only required where the public or common part of licensed premises or any part connected to it is to be altered.**
- **Consent can only be given where the changes are not going to materially alter the character or external appearance, shape or size of the premises.**
- **Five sets of plans are required with one durable plan.**
- **A Memorandum describing the work should also be submitted.**
- **Give details of any buildings warrants or planning permissions you have obtained.**
- **The more information supplied the quicker the application will be dealt with.**
- **Off sales do not require consent under this Section but Boards appreciate being told of any changes taking place.**
- **If the Board thinks the changes are material you will have to apply for a new licence at a Quarterly Meeting.**