

Notes for Licence holder/Operator

If an adjustment needs to be made to your licence at any time 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 vary the licence using this application form.

The fee to vary the licence plus general inspection and/or vets fees where required can be found at

[Animal welfare licensing guidance notes - Lewes and Eastbourne Councils](#)

If an inspection is required the application for variation will be considered within 10 weeks of receipt. Please provide as much relevant information as possible to support your application, as this will help determine whether an inspection will be required as part of the variation process.

For adding or removing animals from the licence we will aim to do this within ten working days.

Officers may visit the premises unannounced, or announced as part of the review process, to determine whether the requested variation will be granted.

You will be notified in writing of the decision and the date on which the variation will come into force. Variations will normally take effect 7 working days after the decision has been issued to the licence holder, unless the reason is to protect the welfare of an animal in which case the decision will have immediate effect.