

Licensing Act 2003

Advice for applicants - Advertisement of applications

1. The Act and Regulations made under the Act require that in the case of an application for a new premises licence, or for a provisional statement, or to vary a premises licence, or for a new club premises certificate or to vary a club premises certificate, the person making the application shall advertise the application as follows:-
 - (a) By displaying a notice for a period of not less than 28 consecutive days starting on the day after the day on which the application was given to the relevant licensing authority, which is:-
 - of a size equal to or larger than A4
 - of a pale blue colour,
 - printed legibly in black ink or typed in black in a font of a size equal to or larger than 16
 - (ii) in all cases, prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises and in the case of a premises covering an area of more than fifty metres square, a further notice in the same form and subject to the same requirements every fifty metres along the external perimeter of the premises abutting any highway; and
 - (b) By publishing a notice in a local newspaper (**The Journal, Evening Chronicle or Chronicle Extra**) on at least one occasion during the period of ten working days starting on the day after the day on which the application was given to the relevant licensing authority.

In accordance with the Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005, the Licensing Authority will determine on the individual facts whether or not the advertisement complies with the Regulations.

2. (a) In all cases, the notices referred to above shall state—
 - (i) the name of the applicant or club;
 - (ii) the postal address of the premises or club premises, if any, or if there is no postal address for the premises a description of those premises sufficient to enable the location and extent of the premises or club premises to be identified;
 - (iii) the postal address and, where applicable, the worldwide web address where the register of the relevant licensing authority is kept and where and when the record of the application may be inspected;

- (iv) the date by which an interested party or responsible authority may make representations to the relevant licensing authority;
 - (v) that representations shall be made in writing; and
 - (vi) that it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence.
- (b) In the case of an application for a premises licence or a club premises certificate, the notices shall contain a statement of the relevant licensable activities or relevant qualifying club activities as the case may require which it is proposed will be carried on, on or from the premises.
- (c) In the case of an application for a provisional statement, the notices -
- (i) shall state that representations are restricted after the issue of a provisional statement; and
 - (ii) where known, may state the relevant licensable activities which it is proposed will be carried on, on or from the premises.
- (d) In the case of an application to vary a premises licence or a club premises certificate, the notices shall briefly describe the proposed variation.

3. Draft Forms

Examples of notices which the Council believes will satisfy the above requirements are attached.

7th February 2005