



Advice to Applicants

Advertising of Various Licensing Applications

Legislation – Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regs 2005. Regulations 25 and 26.

The following is advice on how to advertise your application and the information that needs to be included relevant to that application type.

Applications that need to be advertised

- a) Grant of premises licence,
- b) Grant of provisional statement,
- c) Variation of a premises licence,
- d) Grant of club premises certificate,
- e) Variation of a club premises certificate.

Specification of Notice and Advert

The person making the application shall advertise the application for a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the relevant licensing authority, by displaying a notice, which is—

- a) of a size equal or larger than A4,
- b) of a pale blue colour,
- c) printed legibly in black ink or typed in black in a font of a size equal to or larger than 16.

Where the Notice needs to be Displayed

In all cases the notice will be prominently displayed at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises. In the case of a premises covering an area of more than 50 metres square, a further notice in the same form and subject to the same requirements shall be displayed every fifty metres along the external perimeter of the premises abutting any highway.

Newspaper Advert

As well as displaying a notice of the application it must be published in a local newspaper (if there is none, in a local newsletter, circular or similar document, circulating in the vicinity of the premises) on at least one occasion during the period of 10 working days starting on the day after the day on which the application was given to the relevant licensing authority.

Details of Specific Information Required per Type of Application

- a) **premises licence** - the notices shall contain a statement of the relevant licensable activities.
- b) **club premises certificate** - the notices shall contain a statement of the relevant qualifying club activities.
- c) **provisional statement**, the notices
 - a) shall state that representations are restricted after the issue of a provisional statement; and
 - b) where known, may state the relevant licensable activities which it is proposed will be carried on or from the premises.
- d) **vary a premises licence or a club premises certificate** - the notices shall briefly describe the proposed variation.

In all cases, the notices referred to above shall state—

- a) the name of the applicant or club;
- b) 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;
- c) 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;
- d) the date by which an interested party or responsible authority may make representations to the relevant licensing authority;
- e) that representations shall be made in writing; and
- f) 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.

Below is a specimen pro forma notice for your use and should be used in conjunction with the information above.

Licensing Act 2003

Notice is hereby given that [applicants name] have applied to North West Leicestershire District Council for [state type of application eg grant for premises licence] in respect of [name and address of premises].

The nature of the application [state details of the relevant licensable activities including times those activities are to take place or in the case of a variation a brief description of the variation].

Full details of the application can be viewed at the NWLDC Offices, Whitwick Road, Coalville, Leicestershire LE67 3FJ or at www.nwleics.gov.uk.

Any person who wishes to make any representations regarding this application should submit their comments in writing to the above address no later than [give date - 28 days after the day after the licensing authority received the application].

It is an offence to knowingly or recklessly make a false statement in connection with an application. The maximum fine for which a person is liable on summary conviction for the offence is £5,000.