

# Licensing Act 2003



## Advertisement of Applications (Public Notice)

You will need to advertise new applications for premises licences and for club premises certificates and applications to vary premises licences and club premises certificates in two ways:

### Display of Notice

For a period of not less than 28 days, starting on the day after the day on you give the application to the licensing authority (i.e. if you hand in your application on 14 February then the start date of the 28 day period is 15 February), you must display a notice which is:

- at least A4 in size
- pale blue in colour
- printed legibly or typed in black ink in a font equal to or larger than 16

### This is an example of font size 16

You must display the notice prominently on the premises where it can be conveniently read from the outside by passers-by. If your premises are more than fifty metres square a further copy or copies of the notice must be displayed every fifty metres along the perimeter of your premises, again, where passers-by are able to read them.

### Newspaper Notice

You are also required to publish a notice containing the same information in a local newspaper circulating in the vicinity of the premises. You will need to ensure that the notice is published at least once during the period of 10 working days starting on the day after the day on which you gave the application to the licensing authority.

### Content of Notice

If you are applying for a new premises licence or club premises certificate the notices must state the relevant licensable activities or the qualifying club activities which are proposed. If you are applying for a variation you must briefly describe the proposed variation.

In all cases the notice shall contain:

- the name of the applicant or club
- the postal address of the premises or club premises (if there is no postal address a description of the location sufficient to identify the premises)
- the postal address and, where applicable, the worldwide web address where the register of the licensing authority is kept and where and when the record of the application may be inspected
- the date by which an interested party or responsible authority may make representations to the licensing authority (within the 28 days from the day after the day the licensing authority receives the application)
- 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 could be liable on summary conviction for the offence (scale 5 on the standard scale which is currently £5000)

# PUBLIC NOTICE LICENSING ACT 2003

To whom it may concern:

I/We (1)

do hereby give notice that I/we have applied to the Licensing Authority at East Devon District Council for (a new/variation of a)(2) Premises Licence/Club Registration Certificate (2) at (3)

and known as (4)

The application is to: - (5)

Any person wishing to make representations to this application may do so by writing to The Licensing Manager, East Devon District Council, Council Offices, Knowle, Sidmouth, EX10 8HL not later than 28 days after the date of this notice. [www.eastdevon.gov.uk](http://www.eastdevon.gov.uk)

A copy of the application can be viewed at the Licensing Authority's address during normal office hours.

It is an offence knowingly or recklessly to make a false statement in connection with this application, the maximum fine on summary conviction being £5,000

Signed .....

*Applicant / on behalf of the applicant*

Dated .....

*(NB. Dated the day after delivering the application to the Licensing Authority)*

*(1) Insert name of applicant (normally holder of Premises Licence or Club Premises Certificate)*

*(2) Delete that not applicable*

*(3) Insert postal address of premises*

*(4) Insert name premises is known by*

*(5) Insert brief description of application (i.e the relevant licensable activities or the qualifying club activities which are proposed or in a case of a variation details of the variation i.e. to extend the terminal hour until midnight on Fridays and Saturdays / to include non-amplified entertainment until midnight etc).*

*\* Regulations 25 & 26 of the Licensing Act 2003 (Premises Licences and club premises certificates) Regulations 2005.*