



Example notice for displaying on premises

The information provided below is for guidance only; please check all details carefully before submitting for publication. Pay particular attention to the address of the premises, hours of opening and what licensable activities you will require. If in doubt, verify details with either the licensing section or your solicitor or legal advisor.

LICENSING ACT 2003

APPLICATION FOR A PREMISES LICENCE

I, [¹] hereby give notice that I have applied for a premises licence in respect of [²]. The licence is to allow [³] [⁴].

The application can be viewed at the offices of the Licensing Authority at Preston City Council, Town Hall, Lancaster Road, Preston, PR1 2RL during normal office hours or at www.preston.gov.uk. Click on Licensing then public register.

Any interested party or responsible authority may make representations to the Council about the application. Such representations must be in writing and must be made no later than [⁵].

It is an offence to knowingly or recklessly to make a false statement in connection with an application.

A person guilty of such an offence is liable on summary conviction to a fine not exceeding £5000.

1. Insert name of applicant
2. Insert name and address of premises to be licensed
3. Licensable activity (a) The sale by retail of alcohol
(b) The provision of regulated entertainment, and
(c) The provision of late night refreshment
4. Give details of the hours you wish to operate
5. This date is 28 days starting on the day after the day the application was given to the licensing authority. For example, if the application is given to the Council on 18 July, the final date for representations is 15 August.

The notice must be on pale blue paper and not less than A4 size. It MUST be printed legibly in black ink or typed in black, and equal to, or greater than, **font size 16**.

Advertising in the local newspaper

Notice of the application must also be published in a local newspaper (or, if there is none, a circular distributed in the vicinity of the premises) 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 Licensing Authority.

Please send a copy of the newspaper, or circular, in which the advertisement appeared to the Licensing Authority, as soon as is practicable, so that the authority can be satisfied that the application has been advertised correctly.

In both cases the notice must contain:

- A statement of the proposed licensable activities taking place at the premises
- The name of the applicant
- The address of the premises
- The address and web address where the register of the Licensing Authority is kept, and when and where the application can be inspected
- The date by which an interested party or responsible authorities may make representations to the licensing authority
- That representations shall be made in writing and
- A statement that it is an offence for 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