

# EXAMPLE OF LAYOUT FOR ADVERTISEMENT

*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*

## LICENSING ACT 2003

### APPLICATION FOR VARIATION OF A PREMISES LICENCE

I, [1] ] hereby give notice that I have applied for variation of the premises licence in respect of [2] ]. The variation sought is:-

[3] ]

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](http://www.preston.gov.uk) (click on Licensing and then public register).

Any Responsible Authority or other person may make representations to the Council about the application. Such representations must be in writing and must be made no later than [4] ].

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

**(For your information the sentence above is font size 16)**

**Notes** - these do not form part of the advertisement.

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.

<sup>1</sup> Insert name of applicant

<sup>2</sup> Insert name and address of premises to be licensed

<sup>3</sup> Licensable Activity to amend or add (e.g. if it was to amend hours, give full details of the new hours and state clearly the new closing times as well).

<sup>4</sup> This date is 28 days after the application is given to the Council.