

## **LICENSING ACT 2003**

### **ADVERTISEMENTS OF APPLICATIONS – GUIDANCE NOTES**

When you make an application for a Minor Variation of either a Premises Licence or a Club Premises Licence, the person making the application will be required to advertise the application on the premises for a period of no less than 10 consecutive days starting on the day after the day on which your application was lodged with this Authority, which must be as set out below:

- a. Not less than A4 size
- b. Of a White colour
- c. Printed legibly in black ink/ typed in font size equal to or larger than 16

The notice must be displayed as follows:

- a. 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 50 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.

A sample of what is to be included in the notice and advertisement is set out overleaf. THIS IS ONLY A SAMPLE, YOU MUST COMPLY WITH THE REQUIREMENTS OF REGULATION 25 AND 26 OF THE ABOVE ACT.

Example of wording for the notice and Advertisement:

This document has been issued for Information/Guidance only. Please refer to footnote below for guidance of the requirements of the notice.

Mae'r ddogfen hon ar gael yn Gymraeg. This document is available in Welsh.

# LICENSING ACT 2003

## ADVERTISEMENTS OF APPLICATIONS – GUIDANCE NOTES

### Minor Variation of Premises Licence under section 41A of the Licensing Act 2003 OR Minor Variation of Club Premises Certificate under Section 86A of the Licensing Act 2003

Name of Applicant or Club:

Address of Premises or Club:

(1) It is proposed to vary the premises licence / club premises certificate (Please delete as necessary)

The full application can be inspected by contacting Denbighshire County Council Licensing Authority:

Representations can be made between (2) to (3)

IN WRITING TO The Senior Licensing Officer at:-

Planning and Public Protection Services, Denbighshire County Council

PO Box 62, Ruthin

LL15 9AZ

E-mail – [licensing@denbighshire.gov.uk](mailto:licensing@denbighshire.gov.uk)

It is an offence to knowingly or recklessly make a false statement in or in connection with the application and the maximum fine on summary conviction of such an offence is unlimited.

Please note your representation will be included in any public documents associated with the application process.

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- (1) Briefly describe the the variation of the existing licensed activities.
- (2) Insert date which is the day after the application is lodged with the Local Authority.
- (3) Insert date to be 10 working days after the application is lodged with the Local Authority.