

## Licensing Act 2003

### Advice for applicants - Advertisement of applications in respect of Minor Variations to a Premises Licence or Club Premises Certificate

1. The Act and Regulations made under the Act require that in the case of an application for a minor variation to a premises licence, or a club premises certificate, the person making the application shall advertise the application as follows:-
    - (a) By displaying a notice for a period of ten working days starting on the working day after the minor variation application was given to the Licensing Authority, which is:-
      - of a size equal to or larger than A4
      - on white paper,
      - printed legibly in black ink or typed in black in a font of a size equal to or larger than 16
    - (ii) in all cases, 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 fifty 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;
  - (b) The applicant is **not** required to advertise the minor variation in a newspaper.
2. (a) In all cases, the notices referred to above shall state—
    - (i) the name of the applicant or club;
    - (ii) 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;
    - (iii) 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;
    - (iv) the date by which an interested party or responsible authority may make representations to the relevant licensing authority;
    - (v) that representations shall be made in writing; and

(vi) 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.

- (b) In the case of an application for a minor variation to a premises licence or a club premises certificate, the notices shall briefly describe the proposed variation.

### **3. Draft Forms**

Examples of notices which the Council believes will satisfy the above requirements can be found on the Newcastle City Council website.

29<sup>th</sup> July 2009