

## Advertisement of Applications

- Advert must be posted on premises for 28 consecutive days starting on the day after the day that application for the licence/certificate variation etc. is submitted to the Council.
- Size – must be equal or larger than A4.
- Colour of Paper - Pale blue.
- Black ink or typed in black with a font size of 16 or more.
- Must be displayed prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises. In the case of premises covering more than 50 square metres a copy of the notice in the same form and subject to the same requirements shall be displayed every 50 metres along the external perimeter of the premises abutting any highway.
- Notice must be published in a local newspaper on at least one occasion during the period of 10 working days starting on the day after the day that application for the licence/certificate variation etc. is submitted to the Council.
- The regulations require that the following information shall be included on the notice:-
  1. The name of the applicant or club.
  2. 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.
  3. The postal address and, where applicable, the world-wide web address where the register of the relevant licensing authority is kept and where and when the record of the application may be inspected.
  4. The date by which an interested party or responsible authority may make representations to the relevant licensing authority.
  5. That the representations shall be made in writing and;
  6. 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.
- A sample notice is attached. The following information needs to be entered.
  1. Enter premises name and address.
  2. Enter name of applicant.
  3. Enter premises name and address.
  4. Enter in the table in the relevant column and row the times when the premises will be open on each day for shown for the licensable activity a the head of the column
  5. Enter date that is 28 days after the day on which the application was submitted.
  6. Enter the date that the notice is posted on the premises – this must not be later than the day after the day when the application was submitted to the Council

**LICENSING ACT 2003  
APPLICATION FOR A PREMISES LICENCE**

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APPLICANT <sup>2</sup> .....

**NOTICE IS HEREBY GIVEN** that application has been made to Surrey Heath Borough Council for a premises licence in respect of <sup>3</sup> ..... The licence if granted will enable the premises to be used for the provision of entertainment and late night refreshments and for the supply of alcohol for consumption on and off the premises during the following hours:<sup>4</sup>

	<b>Times When Entertainment Will be Provided</b>	<b>Times When Late Night Refreshments Will be Supplied</b>	<b>Times When Alcohol Will be Supplied</b>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Any responsible authority or other person may make representations in respect of the grant of the licence by submitting the same in writing to the Licensing Officer, Surrey Heath House, Knoll Road, Camberley, Surrey GU15 3HD by not later than .....

Submission Date.....

**PLEASE NOTE:**

- 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 is £5,000.
- The register of applications is available for inspection on [www.surreyheath.gov.uk](http://www.surreyheath.gov.uk) and the application can be inspected between the hours of 9 a.m. and 5 p.m. at Surrey Heath House, Knoll Road, Camberley, Surrey GU15 3HD.