

## **Advertising your application**

When applying for a minor variation to a premises or club premises, you must advertise your application at the premises to which it applies.

Display a notice at the premises for at least 10 working days. This period starts the day after the day you applied to Hart District Council.

**Please use the notice template on the next page.**

- put the notice in a prominent position at the premises (such as inside a clear, front-facing door or window)
- anyone must be able to read it easily from outside the premises
- if the premises covers an area of more than 50 square metres, you must put another identical notice every 50 metres along the perimeter of the premises where it faces any highway

**The notice must be:**

- A4 or larger
- on plain white paper
- printed or typed clearly in black ink at 16pt or larger

**You must email a copy of your notice to:** [hartlicensing@basingstoke.gov.uk](mailto:hartlicensing@basingstoke.gov.uk)

**Alternatively, mail a copy to:**

Hart Licensing Department  
c/o Basingstoke and Deane Borough Council  
London Road  
Basingstoke  
Hampshire  
RG21 4AH

# Public Notice

## Licensing Act 2003

### Minor Variation of Premises Licence

I/We (1)

Do hereby give notice that I/we have applied to the Licensing Authority at Hart District Council for a minor variation to the (2) Premises Licence/Club Registration Certificate at (3)

and known as (4)

The application is to: - (5)

Anyone wishing to make representations to this application may do so by writing to The Licensing Officer, Basingstoke and Deane Borough Council, London Road, Basingstoke Hampshire, RG21 4AH or by email to [hartlicensing@basingstoke.gov.uk](mailto:hartlicensing@basingstoke.gov.uk) not later than (6) ..... Representations received after this date cannot be considered.

A copy of the application can be viewed at Basingstoke and Deane Borough Council at the above address during normal office hours.

It is an offence knowingly or recklessly to make a false statement in connection with this application. The maximum fine on summary conviction is £5,000.

Signed: .....  
*Applicant /on behalf of the applicant*

Dated: .....

(Note: This notice must be prominently displayed on the premises to which it relates where it can be seen by members of the public for 10 working days starting on the day after the day on which the application was given to Hart District Council)

- (1) insert name of applicant (normally holder of premises licence or club premises certificate)
- (2) delete as applicable
- (3) insert postal address of premises
- (4) insert name of premises
- (5) insert brief description of proposed variation
- (6) insert date 10 working days after the date the application is given Hart District Council