

Advertising your application

When applying for a new premises or club premises licence – or for a variation to an existing licence – you must advertise your application at the premises to which it applies.

You must **also** advertise it in the local press.

You must display a notice on the premises for at least 28 consecutive days. This period starts on the day after the day you gave your application to Hart District Council.

- 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 in the local newspaper must be published at least once during the 10 days starting the day after you gave your application to Hart District Council.

The notice at the premises must be:

- A4 or larger
- on pale blue paper
- printed or typed clearly in black ink at 16pt or larger

Please use the blue notice template on the next page.

You must email a copy of your notice to: 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

An application has been made by (1)

for a premises licence (2)

in respect of premises known as and situated at (3)

The application contains a statement of the following relevant licensable activities proposed to be carried out on or from the premises (4)

A record of the application may be inspected at the offices of Basingstoke and Deane Borough Council at the Civic Offices, London Road, Basingstoke, Hampshire RG21 4AH during normal office hours.

Any interested party or responsible authority may make representations to the Licensing Section at Hart District Council. These must be written and received before (5)

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

- (1) insert name of applicant
- (2) or club premises certificate or variation of a premises licence or variation of club premises certificate
- (3) insert name and address of premises
- (4) give details of the proposals
- (5) Insert the date the consultation will end. The consultations commences the day after you submit the application to Hart District Council and ends 28 days later