



Advertising your application

Any applications for a new premises or club premises licence or for a variation to such an existing licence must be advertised both at the premises and in the local press.

A notice must be displayed on the premises for a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the licensing authority. In all cases it must be placed in a prominent position at or on the premises to which the application relates, where it can conveniently be read from the exterior of the premises and, in the case of a premises covering an area of more than fifty square metres, a further notice in the same form and subject to the same requirements should be placed every fifty metres along the perimeter of the premises abutting any highway.

The notice in the local newspaper must be published at least once during the ten days starting the day after the day after the application was made to the licensing authority.

The notice must be:

- Of a size equal or larger than A4
- Of a pale blue colour
- Printed legibly in black ink or typed in black in a font of a size equal to or larger than 16

We kindly request you to forward a copy of your notice and a copy of the newspaper advert to the Licensing Department at Hart District Council.

A suggested format for such a notice is attached.

Public Notice

Licensing Act 2003

An application has been made by
(insert name of applicant)

for a Premises Licence *(or variation of a premises licence)*

in respect of premises known as and situated at

(insert name of premises and address)

The application contains a statement of the following relevant licensable activities proposed to be carried on or from the premises:

(Give details of the proposals)

A record of the application may be inspected at the offices of Hart District Council (the relevant licensing authority) at the Civic Offices, Harlington Way, Fleet Hampshire GU51 4AE during normal office hours.

Any interested party or responsible authority may make representations to the Licensing Section at Hart District Council provided that these are written and received before

*(Insert the date that the consultation ends; which commences the next working day **AFTER** you submit the application to Hart DC and which ends 28 days later)*

Please note that it is an offence knowingly or recklessly to make a false statement in connection with an application and that the maximum fine on summary conviction is currently £5000.