

Licensing Act 2003 – Public Notice Guidance Notes

When you make an application for one of the following:

- a New Premises Licence under Section 17
- provisional Statement under Section 29
- premises Licence variation under Section 34
- a New Club Premises Certificate under Section 71
- club Premises Certificate Variation under Section 84

The person making the application will be required to advertise the application on the premises for a period of no less than 28 consecutive days starting on the day after the day on which your application was lodged with this Authority, which must be as set out below:

- not less than A4 size
- of a pale blue colour
- printed legibly in black ink/ typed in font size equal to or larger than 16

The notice must be displayed as follows:

- **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 50 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**

You are also required to publish a notice as follows:

- in a local newspaper circulating in the vicinity of the premises
- on a least one occasion during the period of ten working days starting on the day after the day on which the application was lodged with this Authority

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An example of what is to be included in the notice and advertisement is set out overleaf. **This is only an example, you must comply with the requirements of Regulation 25 and 26 of the above Act.** Please use the below numbers as a guide of what to include:

1. insert name of applicant (normally holder of Premises Licence or Club Premises Certificate)
2. delete whichever does not apply
3. delete whichever does not apply
4. insert postal address of premises
5. insert name premises is known by
6. insert brief description of Grant/variation (i.e. for grant, please state all proposed licensable activities and hours; for variations, please state proposed variation to hours, licensable activities, conditions and plan)
7. please insert date which is the day after the application is submitted with the Local Authority
8. please insert date to be 28 days after the application is submitted with the Local Authority

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I/We (1) do hereby give notice that I/we have applied to the Licensing Authority (Denbighshire County Council)

for the (2) **grant / variation** of our

(3) **Premises Licence / Club Premises Certificate**

At (4),

known as (5)

The application is to: - (6)

The full application can be inspected by contacting Denbighshire County Council Licensing Authority.

Representations can be made between (7) to (8)

Representations received after this date will not be considered.

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Any person wishing to make representations to this application may do so by writing to the **Senior Licensing Officer, Planning Public Protection and Countryside Services, Denbighshire County Council, Caledfryn, Smithfield Road, Denbigh, LL16 3RJ.**

Email: licensing@denbighshire.gov.uk

Please note your representation will be included in any public documents associated with the application process.

It is an offence to knowingly or recklessly make a false statement in or in connection with the application and the maximum fine on summary conviction of such an offence is unlimited.