

## ADVERTISEMENT OF MINOR VARIATION APPLICATIONS

When applying for a premises licence the applicant is required to adhere to the following points:

### **Display a notice of application on the premises**

- The advertisement should be displayed in a prominent position where it can be easily read from the exterior of the property
- Premises that are larger than 50 square metres require additional advertisements to be displayed at 50 metre intervals
- The notice must be displayed for a period of not less than 10 working days starting on the day after the day on which the application was given to the relevant licensing authority
- The notice will be A4 size or larger
- Must be on white paper
- Must be printed legibly and in black ink and of a font size of 16 or more, as specified by law

**LICENSING ACT 2003  
APPLICATION FOR A MINOR VARIATION**



**Name of applicant**

**Postal address of premises**

**Minor Variation sought:**

**Deadline for representations**

*(a date 10 working days beginning with the day after the day on which the application was made)*

**Representations must be made in writing to the Licensing Authority by post:**

*Licensing Team, Royal Borough of Kingston upon Thames,  
Guildhall 2, High Street, Kingston upon Thames KT1 1EU*

**or by email:**

[licensing@kingston.gov.uk](mailto:licensing@kingston.gov.uk)

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