

ADVERTISEMENT OF APPLICATIONS

When applying for a premises licence, or variation of a premises licence, you are required to advertise the application in accordance with the following requirements:

(1) 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 28 consecutive days starting on the day after the day on which the application was given to the relevant licensing authority
- The notice shall be A4 size (or larger)
- Must be on pale blue paper
- Must be printed legibly and in black ink and of a minimum font size of 16
- An example notice is attached, it is acceptable to fill in the blank spaces by hand if you prefer

(2) Publishing a notice in a local newspaper

- In a local newspaper, or if there is not one in the area, a circular or similar document to be circulated in the vicinity of the premises
- On at least one occasion during the period of 10 working days starting on the day after the day on which the application was given to the relevant licensing authority

LICENSING ACT 2003

**NOTICE OF APPLICATION FOR
VARIATION OF A PREMISES LICENCE**



Name of applicant

Postal address of premises

Application Details:

Full details of the application can be inspected on the licensing register, online at www.kingston.gov.uk or in person at the address given below.

Deadline for representations.....

(a date 28 consecutive days starting on the day after the day on which the application was given to the Authority)

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

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.