

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

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