

## **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 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](http://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](mailto: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.***