



Elmbridge Borough Council

... bridging the communities ...

Environmental Services
Civic Centre, High Street
Esher, Surrey KT10 9SD
Telephone: 01372 474750
DX: 36302 Esher

Email: envhealth@elmbridge.gov.uk
Website: www.elmbridge.gov.uk

Licensing Act 2003

Advertisement of Applications – Guidance Notes

All applications for new or varied Premises Licences or Club Premises Certificates must be advertised by the display of a notice at the premises and by a public notice in a local newspaper.

Notices at the Premises (these do not form part of the Notice to be displayed)

The notice must include the details as set out on the example overleaf.

The notice must be displayed on the premises for not less than 28 consecutive days starting on the day after the day on which the application was given to the Licensing Authority.

The Notice must be printed on paper

- a) of a size equal to or larger than A4
- b) of a pale blue colour
- c) Printed legibly in black ink or typed in black in a font of a size equal to or larger than 16

The Notice must be displayed prominently at 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 fifty 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.

The date by which other persons may make representations is 28 consecutive days after the application has been made, starting on the day on which the application to which it relates was given to the authority by the applicant.

The responsibility for printing, putting up and maintaining in place this notice rests with the applicant. Failure to advertise the application correctly either by putting up such a notice or by not inserting a suitable advertisement in a local newspaper, will invalidate the application.

Public Notice (By Applicant)

Licensing Application – Licensing Act 2003

An application has been made by

[insert name of applicant or club]

to Elmbridge Borough Council, as the Licensing Authority, for the grant of a:

New / variation of a Premises Licence*

New / variation of a Club Premises Certificate*

At *[insert address of premises]*

This application includes proposals to:

sell / supply alcohol*

provide regulated entertainment*

provide late night refreshment (hot food provided after 11:00 p.m.)*

The application may be viewed online at

www.elmbridge.gov.uk/licensing or by appointment with

Environmental Services, Elmbridge Borough Council, Civic Centre, High Street, Esher, Surrey KT10 9SD (Tel: 01372 474750) during normal office hours.

Persons may make representations regarding the application to the Licensing Officer at the above address.

Representations must be received on or before

[insert date of last day for receipt].

Representations must be made in writing. A representation form is available to download or complete on the Council website at

www.elmbridge.gov.uk/licensing

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

* Delete or omit those parts that do not apply or add proposed hours for activity

Newspaper Advertisement Notes

Applicants for a new or varied Premises Licence or Club Premises Certificate must also publish a notice in a local newspaper circulating in the vicinity of the premises on at least one occasion during the period of ten working days starting on the day after the day on which the application was given to the relevant licensing authority.

The responsibility for inserting a public notice in a newspaper circulating in the vicinity of the premises rests with the applicant. Failure to advertise the application correctly either by putting up such a notice or by inserting a suitable advertisement in a local newspaper will invalidate the application. **Please note:** We will not accept advertisements placed in free newspapers.

The date by which other persons may make representations is a date 28 consecutive days after the application has been made, starting on the day on which the application to which it relates was given to the authority by the applicant.

In the suggested form of advertisement below:

- Wording in square bracket may be deleted as appropriate; and
- Wording in italics should be replaced by the details as applicable.

Suggested Form of Notice to be inserted in a local newspaper

Public Notice

Take notice that we [*insert applicants name*][*or insert name of club*] have made an application to Elmbridge Borough Council acting as the Licensing Authority, for a new [Premises Licence][Club Premises Certificate] in respect of *insert postal address of premises*.

The application may be viewed online at www.elmbridge.gov.uk/licensing or by appointment with Environmental Services, Elmbridge Borough Council, Civic Centre, High Street, Esher, Surrey KT10 9SD (Tel: 01372 474750) during normal office hours (except on public holidays)

Representations must be made in writing. A representation form is available to download or complete on the Council website at www.elmbridge.gov.uk/licensing

The date by which persons or responsible authorities may make representations to the relevant Licensing Authority against this application is: ***insert date***.

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

Newspapers Circulating in the Elmbridge Area:

- Surrey Comet
- Surrey Advertiser - Elmbridge Edition