

Guidance for Format of Notice - Minor Variations

For a period of no less than 10 consecutive working days, starting on the day after the day on which the application was given to the Licensing Authority, the applicant must display a notice on the premises containing a summary of the application. This shall set out matters including the name of the applicant, the premises address and a brief description of the proposed variation or variations. The advertising notice should also contain information about where representations can be made or where the full details of the application can be viewed, dates between which any consulted responsible authorities and any other person are able to make a representation and a statement noting that it is an offence to knowingly make a false or reckless statement in connection with an application, to which a fine may be attached.

The notice must be:

- 1 white;
- 2 of a size equal to or larger than A4;
- 3 printed legibly in black ink or typed in black (title should be font size 32 minimum, remainder of notice font size 16 minimum).

The notice must be displayed in a prominent position on or near the premises, clearly visible to the general public, and if any part of the external perimeter of the premises that is one hundred or more metres in length abuts a public highway or other place accessible to the public, such a notice must be displayed at least every fifty metres along that part of the perimeter.

Please see example following of notice.

Licensing Act 2003: Minor Variation of Premises Licence/Club Premises Certificate

Date this notice posted on the premises

Premises.....

Address.....

I/We

have applied to Eden District Council, (the Licensing Authority), to make a minor variation to the Premises Licence/Club Premises Certificate in respect of the above premises. The proposed variation relates to:

Any person intending to make relevant representations on this application should submit them in writing within 10 working days from the date this notice is first displayed on the above premises to: The Licensing Section, Eden District Council, Town Hall, Penrith, CA11 7QF, or by emailing to: admin.licensing@eden.gov.uk. The full application can be viewed at the given address between the hours of 10.00am to 4.00pm, Monday to Friday.

Last date for Representations:

It is an offence knowingly or recklessly to make a false statement in connection with an application for which a person is liable on summary conviction to an unlimited fine.