

 **Licensing Act 2003**

**NOTICE OF APPLICATION FOR (GRANT/PROVISIONAL STATEMENT) OF
A PREMISE LICENCE/CLUB PREMISES CERTIFICATE**

**Name of Applicant & Full postal Address of Premises/Club
Premises Certificate.**

**Notice is given on this day (a) that (b)
..... has applied to Rugby
Borough Council Licensing Authority for (Grant/Provisional statement) of a
Premises Licence/Club Premises Certificate under the 2003 Licensing Act.**

The Licensable activities/qualifying club activities are:

List all licensable activities and hours (See C over)

**Anyone who wishes to make representations regarding this application must
give notice in writing to: Head of Environmental Services, Rugby Borough
Council, Town Hall, Rugby, CV21 2RR. Representations must be received no
later than (d)**

The Licensing Authority's Register may be viewed during normal officer hours at
the above address.

It is an offence under Section 158 of the Licensing Act 2003, to knowingly or
recklessly make a false statement in connection with an application. The
maximum fine for which a person is liable on summary conviction for the
offence is up to level 5 on the standard scale (£5000).

Completing the Public Notice and Advertising your application

In the case of an application for a premises licence, for a provisional licence, to vary a premises licence, for a club premises licence or to vary a club premises licence, the person making the application must advertise the application. The advertisement and public notice must contain the information set out below.

Public Notice

(A) For a period of no less than 28 days **starting on the day after** the day on which the application was given to the licensing authority, by displaying a public notice which is

1. of a size equal or larger than A4
2. of a pale blue colour
3. printed legibly in black ink or typed in a font of a size equal to or larger than 16

In all cases the notice must be prominently displayed at or on 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 50 metres square, a further notice in the same form and subject to the same requirements every 50 metres along the external perimeter of the premises abutting any highway; and by

Advertisement

(B) By publishing a notice

1. in a local newspaper or, if there is none, in a local newsletter, circular or similar document, circulating in the vicinity
2. 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.

If the application is for the **grant of a premises licence or club premises certificate**, both of the above notices must contain a statement of the relevant licensable activities or relevant qualifying club activities which it is proposed to carry on at the premises.

If the application is for the **grant of a provisional licence**, both of the above notices shall state that representations are restricted after the issue of a provisional statement and where known may state the relevant licensable activities which it is proposed to carry on at the premises.

If the application is for the **variation of a premises licence or club premises certificate**, both of the above notices must briefly describe the proposed variation.

In all cases, the notices will state the name of the applicant or the club, the postal address of the premises/club premises (if there is no postal address, a description of the premises sufficient to enable the location and extent of the premises to be identified), the postal address and where applicable the worldwide web address where the register of the relevant licensing authority is kept and when the record of the application may be inspected, the date by which an interested party or responsible authority may make representations to the relevant licensing authority; that representation shall be made in writing and that 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 for the offence (£5000).