

# Format of notice to be displayed and newspaper advertisement

## Notice of Application for the Variation of a Premises Licence or Variation of Club Premises Certificate under Section 34 & 84 of the Licensing Act 2003

I (***name of applicant***) c/o (***address***) HEREBY GIVE NOTICE that an application has been made to Rushcliffe Borough Council for the variation of a ***premises licence/club premises certificate (delete as appropriate)*** for premises known as (***name of premises***)

The Application for the variation of a ***premises licence/club premises certificate*** to include the provision of Late night refreshment, sale of alcohol, provision of regulated entertainment or structural alterations to the building that do not affect the current licensable activities or hours (***delete as appropriate***)

(***quote the hours you intend to apply for***), i.e., Monday Tuesday Wednesday Thursday and Sunday from 2300 to 2400hrs Friday and Saturday from 2300 to 0030hrs

The full application can be inspected by contacting the Licensing Service at the Rushcliffe Customer Services Centre, Fountain Court, Gordon Road, West Bridgford, Nottingham NG2 5LN, at the aforesaid on weekdays between 0900 and 1600, except Bank Holidays.

Any representations by a Responsible Authority or interested party must be made in writing by (***insert date 28 days beginning on the day after the day the application submitted***) to the Licensing Service Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham NG2 7YG or by email to [licensing@rushcliffe.gov.uk](mailto:licensing@rushcliffe.gov.uk)

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

---

## Notes of display of the notice and newspaper advertisement

### DISPLAY NOTICE

The notice must be displayed for a period of no less than 28 consecutive days starting on the day after the day, on which the application was given to the relevant licensing authority by displaying a notice which is:

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

In all cases the notice should be displayed prominently at or on the premises to which the application relates so it can be conveniently read from the exterior of the premises and in the case of a premises covering an area of more than 100 meters in length abutting a public highway, the notices should be displayed every 50 metres along the perimeter of the premises.

### NEWSPAPER ADVERTISEMENT

The advert must appear in a local newspaper or, if there is none, in a local newsletter, circular, or similar document circulating in the vicinity of the premises. It must appear 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 licensing authority.

Further information is available from the Licensing Service on 0115 8819911 or e mail [licensing@rushcliffe.gov.uk](mailto:licensing@rushcliffe.gov.uk) or by post to Rushcliffe Customer Services Centre, Fountain Court, Gordon Road, West Bridgford, Nottingham NG2 5LN.