



## GUIDANCE SHEET

# ADVERTISING APPLICATION AND DISPLAY OF PUBLIC NOTICE

### 1. Public Notice Information

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 Licensing Authority the applicant has a duty to clearly display a brief summary of the application. This must include

- (a) the name of the applicant;
- (b) the premises address;
- (c) proposed licensable activities; and
- (d) the proposed hours of opening.

The public notice should also contain information about where representations can be made or where the full details of the applications can be viewed, *i.e. Allerdale Licensing Authority*, dates between which any interested parties 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 to this application, to which a fine may be attached.

Other requirements of the Public Notice are:

- (a) The notice must be displayed on pale blue colour;
- (b) It must be of a size equal to A4 or larger; and
- (c) Must be 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 in a prominent position at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises by the general public. In the case of the 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.

Please find examples of notice on a separate sheet.

## **2. Advertising information**

The applicant must also advertise their application in a local newspaper or, if there is none, in a local newsletter, circular or similar document, circulating in the vicinity of the premises.

The notice must be published on at least one application during the period of ten working days starting on the day after the day on which the application was given to the Licensing Authority. The consultation period allowed in the newspaper notice must coincide with the expiry date for representations shown in the notice displayed on the premises.

Applicants are advised to contact the newspaper they intend to use before making application to check whether sufficient space is available for their notice to be advertised within the required period.

Please find template of advertisement on a separate sheet.

### **Example:**

*A notice displayed on the premises from 1<sup>st</sup> March should allow up to 28<sup>th</sup> March for representations to be made (assuming we are counting 1<sup>st</sup> March as the first day of the period). If the applicant subsequently advertises the notice in the newspaper on say 5<sup>th</sup> March, the expiry date for representations should still be 28<sup>th</sup> March.*

# NOTICE OF AN APPLICATION FOR A CLUB PREMISES CERTIFICATE

Date this Notice posted on the premises:.....

Premises .....

Address .....

I/We .....

have applied to Allerdale Borough Council (the Licensing Authority), for a Club Premises Certificate in respect of the above premises which authorises the supply of alcohol and the holding of regulated entertainment to include:

<b>*Music</b>	<b>*Playing Recorded Sound</b>	<b>*Showing of films</b>
<b>*Singing</b>	<b>*Live Performers</b>	<b>*Performance of a play</b>
<b>*Dancing</b>	<b>*Other forms of live dance</b>	
<b>*Sporting/game competitions in the presence of an audience (including but not limited to, darts and snooker/pool competitions)</b>		

(\*delete as appropriate)

Day	Supply of Alcohol	Regulated Entertainment	Other times when the club is open
Varied	from:      to:	from:      to:	from:      to:
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Public Holiday			

Any person intending to make relevant representations on this application should submit them in writing within 28 days from date this notice is first displayed on the above premises to: Licensing Department, Allerdale Borough Council Allerdale House, Workington, Cumbria, CA14 3YJ or by emailing to: [licensing@allerdale.gov.uk](mailto:licensing@allerdale.gov.uk).

The full application can be viewed at The Town Hall, Oxford Street, Workington, CA14 2RS between the hours of 10.00am to 4.00pm, Monday to Friday.

IT IS AN OFFENCE, to knowingly or recklessly make a false statement in connection with an application for which you may be liable to a fine not exceeding level 5 on the standard scale on summary of conviction.

# NOTICE OF AN APPLICATION FOR A VARIATION TO A CLUB PREMISES CERTIFICATE

Date this Notice posted on the premises:.....

Premises .....

Address .....

I/We .....

have applied to Allerdale Borough Council (the Licensing Authority), for a variation to our Club Premises Certificate in respect of the above premises which authorises the supply of alcohol and the holding of regulated entertainment to include:

<b>*Music</b>	<b>*Playing Recorded Sound</b>	<b>*Showing of films</b>
<b>*Singing</b>	<b>*Live Performers</b>	<b>*Performance of a play</b>
<b>*Dancing</b>	<b>*Other forms of live dance</b>	
<b>*Sporting/game competitions in the presence of an audience (including but not limited to, darts and snooker/pool competitions)</b>		

( \*delete as appropriate)

Day	Supply of Alcohol	Regulated Entertainment	Other times when the club is open
	from:      to:	from:      to:	from:      to:
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Public Holiday			

Any person intending to make relevant representations on this application should submit them in writing within 28 days from date this notice is first displayed on the above premises to: Licensing Department, Allerdale Borough Council Allerdale House, Workington, Cumbria, CA14 3YJ or by emailing to: [licensing@allerdale.gov.uk](mailto:licensing@allerdale.gov.uk). The full application can be viewed at the given address between the hours of 10.00am to 4.00pm, Monday to Friday.

The full application can be viewed at The Town Hall, Oxford Street, Workington, CA14 2RS between the hours of 10.00am to 4.00pm, Monday to Friday.

IT IS AN OFFENCE, to knowingly or recklessly make a false statement in connection with an application for which you may be liable to a fine not exceeding level 5 on the standard scale on summary of conviction.

Template for completion in respect of a Newspaper Notice:

**APPLICATION FOR A CLUB PREMISES CERTIFICATE**  
**LICENSING ACT 2003**

(Name): \_\_\_\_\_

has applied to Allerdale Borough Council for a Club Premises Certificate for (Name and address of the premises): \_\_\_\_\_

for the \*sale / supply of alcohol \*and/or to \*allow the holding of Regulated Entertainment to include: - \*Music, \*Singing, \*Dancing, \*Live performers, \*Playing of recorded sound, \*Sporting/game competitions in the presence of an audience (including but not limited to, darts and snooker/pool etc) \*Other forms of live dance, \*Showing of a film, \*Performance of a play; and/or late night refreshment (delete as appropriate) - between the following hours: (please state days and times of operating hours including Christmas day, Boxing day and other public holidays – and please specify the terminal time for the sale of alcohol/ provision of regulated entertainment/late night refreshment **and** the proposed closing time of the premises)

Any person wishing to make relevant representations on this application may do so in writing by not later than (insert expiry date for representations – i.e., 28 days from first date the notice is displayed at the premises) To Licensing Department, Allerdale Borough Council. Allerdale House, Workington, Cumbria, CA14 3YJ or by emailing to: [licensing@allerdale.gov.uk](mailto:licensing@allerdale.gov.uk).

The full application can be viewed at The Town Hall, Oxford Street, Workington, CA14 2RS between the hours of 10.00am to 4.00pm, Monday to Friday.

**IT IS AN OFFENCE**, knowingly or recklessly to make a false statement in connection with an application for which you may be liable to a fine of up to £5000 on summary conviction.

Template for completion in respect of a Newspaper Notice:

**APPLICATION FOR A VARIATION TO A CLUB PREMISES CERTIFICATE**  
**LICENSING ACT 2003**

(Name): \_\_\_\_\_

has applied to Allerdale Borough Council for a Variation to the Club Premises Certificate for  
(Name and address of the premises): \_\_\_\_\_

to \*vary the sale / supply of alcohol \*and/or to \*vary / \*allow the holding of Regulated Entertainment to include: - \*Music, \*Singing, \*Dancing, \*Live performers, \*Playing of recorded sound, \*Sporting/game competitions in the presence of an audience (including but not limited to, darts and snooker/pool etc) \*Other forms of live dance, \*Showing of a film, \*Performance of a play; and/or late night refreshment (delete as appropriate) - between the following hours: (please state days and times of operating hours including Christmas day, Boxing day and other public holidays – and please specify the terminal time for the sale of alcohol/ provision of regulated entertainment/late night refreshment **and** the proposed closing time of the premises)

Any person wishing to make relevant representations on this application may do so in writing by not later than (insert expiry date for representations – i.e., 28 days from first date the notice is displayed at the premises) To Licensing Department, Allerdale Borough Council. Allerdale House, Workington, Cumbria, CA14 3YJ or by emailing to: [licensing@allerdale.gov.uk](mailto:licensing@allerdale.gov.uk).

The full application can be viewed at The Town Hall, Oxford Street, Workington, CA14 2RS between the hours of 10.00am to 4.00pm, Monday to Friday.

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**Notes:**

\*Delete those licensable activities which are not the subject of the application.

(e.g. if you are applying to vary the hours in relation to the sale / supply of alcohol and are not applying to add or to vary your current permissions in relation to the holding of Regulated Entertainment the start of the newspaper Notice may look like the following:

*“John Smith has applied to Allerdale Borough Council for a Variation to the Club Premises Certificate for The Flying Frog Public House, 111 Main Street, Workington, to **vary** the sale / supply of alcohol from the existing hours to 2330hrs Monday to Friday and on a Sunday, and: from the existing hours to 0030hrs every Saturday and on every Sunday preceding a bank holiday and on every other bank holiday”..*

*If on the other hand you were also applying to hold Regulated Entertainment and did not currently hold a Public entertainment Licence permitting entertainment your Notice would have to show the full timings when the entertainment might possibly take place e.g. to **allow** the holding of Regulated Entertainment to include (describe entertainment) from 1100hrs to 2330hrs Monday to Friday and on a Sunday, and: from 1100hrs to 0030hrs every Saturday and on every Sunday preceding a bank holiday and on every other bank holiday.*