

ALLERDALE BOROUGH COUNCIL



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;

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

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**NOTICE OF AN APPLICATION FOR
A PREMISES LICENCE FOR
LATE NIGHT REFRESHMENT**

Date this posted on the premises

Premises

Address

I/ We

have applied to Allerdale Borough Council (the Licensing Authority), for a Premises Licence to allow hot food and drinks to be sold from these premises between the hours of 11pm and 5.00am as follows:

| <i>Day</i> | Extended hours will be: | |
|----------------|-------------------------|-----|
| | From: | To: |
| Monday | 11.00pm | - |
| Tuesday | 11.00pm | - |
| Wednesday | 11.00pm | - |
| Thursday | 11.00pm | - |
| Friday | 11.00pm | - |
| Saturday | 11.00pm | - |
| Sunday | 11.00pm | - |
| Public Holiday | 11.00pm | - |

Any person intending to make relevant representations regarding this application should submit them in writing within 28 days from the date this notice is first displayed at the above premises to: Licensing Department, Allerdale Borough Council, Allerdale House, Workington, Cumbria, CA14 3YJ or by emailing to: 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.

**ALLERDALE BOROUGH COUNCIL
NOTICE OF AN APPLICATION TO VARY
A PREMISES LICENCE FOR
LATE NIGHT REFRESHMENT**

Date this posted on the premises

Premises

Address

I/ We

have applied to Allerdale Borough Council (the Licensing Authority), to vary a Premises Licence to allow hot food and drinks to be sold from these premises between the hours of 11pm and 5.00am as follows:

| <i>Day</i> | Extended hours will be: | |
|----------------|-------------------------|-----|
| | From: | To: |
| Monday | 11.00pm | - |
| Tuesday | 11.00pm | - |
| Wednesday | 11.00pm | - |
| Thursday | 11.00pm | - |
| Friday | 11.00pm | - |
| Saturday | 11.00pm | - |
| Sunday | 11.00pm | - |
| Public Holiday | 11.00pm | - |

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

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Template for completion in respect of a Newspaper Notice:

APPLICATION FOR A PREMISES LICENCE FOR LATE NIGHT REFRESHMENT LICENSING ACT 2003

(Name): _____
has applied to Allerdale Borough Council for a Premises Licence for (Name and address of
the premises): _____

for Late Night Refreshment - 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 provision 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.

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.

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Template for completion in respect of a Newspaper Notice:

APPLICATION FOR A PREMISES LICENCE **LICENSING ACT 2003**

(Name): _____
has applied to Allerdale Borough Council for a Variation to the Premises Licence for (Name
and address of the premises): _____

for Late Night Refreshment - 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 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.

The full application can be viewed at The Town Hall, Oxford Street, Workington, CA14 2RS
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