



Advertising your application for the variation of a premises licence

As part of the application process, you are required to publicise your application in the vicinity of your premises, in two different ways:

- by publishing a public notice in a local newspaper, on one occasion within 10 working days of making your application to the licensing authority, and
- by displaying a statutory notice (on blue paper, A4 or larger) at or near the premises, for 28 days.

Templates for both of these advertisements are included below, which include the necessary formatting and wording to satisfy the requirements set out in the Regulations. Text in square brackets may be omitted.

Please note that classified advertising publications are not suitable for this purpose – your notice must appear in a publication with news content, available in the area in which your premises are situated. If there is no local newspaper published in that area, a local newsletter or circular publication may be used instead – please consult with Licensing Officers for guidance prior to making use of these types of publication.

Newspaper notice template

LICENSING ACT 2003 APPLICATION FOR VARIATION OF PREMISES LICENCE

.....

[Name(s) of applicant(s)]

has applied to the London Borough of Lambeth to vary a Premises Licence, in respect of the following premises:

.....

.....

.....

[Trading name and address of the premises]

The nature of the variation is as follows:

.....

.....

.....

.....

[Give a brief description of the variation application – for example, list any extra licensable activities applied for, or if you are applying to extend your hours give the proposed times you wish your licence to authorise.]

The record of this application may be inspected during normal office hours by an appointment at the **Licensing Section, London Borough of Lambeth, 3rd Floor Civic Centre, 6 Brixton Hill, London, SW2 1EG**, or via the licensing authority’s website, at www.lambeth.gov.uk/licensing

A responsible authority or any other person may make representation to the licensing authority in respect of this application. Representations must be made in writing, either by post to the above address, or by email to licensing@lambeth.gov.uk and must be received no later than *[28 days after the date on which your application was made]*

It is an offence to knowingly or recklessly make a false statement in connection with a licensing application, and the maximum fine for which a person is liable on summary conviction for that offence shall not exceed level 5 on the standard scale (£5,000).

LICENSING ACT 2003

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