

**EREWASH**



# Licensing Act 2003 – Guidance Fact Sheet

## **PUBLIC NOTICES**

If you are applying to vary a Premises Licence or Club Registration Certificate, you are required to advertise your proposed changes both on the premises and in a local newspaper.

### **Advertising on the Premises**

You must, 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 Section of the Council display a notice which is:-

- of a size equal or larger than A4 sized paper;
- the paper must be pale blue in colour
- printed legibly in black ink in a font of a size equal to or larger than 16.

The notice must be able to be read conveniently from the exterior of the premises, and in the case of premises covering an area of more than fifty square metres, a further notice(s) must be erected every fifty metres along the external perimeter of the premises abutting any highway.

### **Advertising in a local newspaper**

In addition to displaying a notice on the premises, you must also advertise your proposed changes in a local newspaper circulating in the vicinity of the premises, 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 Section of the Council.

### **Prescribed format for public notice**

Below is an example of what must be included in your public notice.

#### LICENSING ACT 2003

#### NOTICE OF INTENTION TO APPLY FOR A VARIATION OF A PREMISES LICENCE/CLUB REGISTRATION CERTIFICATE

I, (*insert name of applicant or name of Club*), hereby give notice that I/the Club have applied to Erewash Borough Council for the variation of a Premises Licence/Club Registration Certificate in respect of (*insert full postal address of the premises*).

(*State nature of proposed variation*).

Contd...

Any person who wishes to make any representations regarding this application should submit their comments in writing to the Licensing Section, Erewash Borough Council, The Civic Centre, Derby Road, Long Eaton, Derbyshire DE7 1HU, no later than (*insert date (28 days after serving a copy of the application on the Council)*).

Full details of the application can be viewed in the Licensing Authority's Register which is available for viewing via the Council's website address at [www.erewash.gov.uk](http://www.erewash.gov.uk) or by visiting the Licensing Section at the Civic Centre, Derby Road, Long Eaton, Derbyshire DE7 1HU during office hours.

### **WARNING**

It is an offence to knowingly or recklessly 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 is level 5 (currently £5,000).

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**Further information is available on the Council's website at [www.erewash.gov.uk](http://www.erewash.gov.uk) or the Department for Culture Media and Sport at [www.culture.gov.uk](http://www.culture.gov.uk) or contact us at:-**

Erewash Borough Council  
Licensing Office  
Civic Centre  
Derby Road  
Long Eaton  
Derbyshire  
DE7 1HU

**Email:** [licensing@erewash.gov.uk](mailto:licensing@erewash.gov.uk)

**Phone:** 0115 9071113

**Fax:** 0115 9072267

These notes are intended to help existing licence holders to apply to convert their existing licences under the new regime. They are not comprehensive and do not form part of the Regulations issued by the Department for Culture, Media and Sport (DCMS). The Regulations can be viewed or downloaded on the DCMS website at the above address. Applicants are also advised to seek their own independent legal advice.