

## **ADVERTISEMENT OF APPLICATIONS FOR THE GRANT OR VARIATION OF PREMISES LICENCES OR CLUB PREMISES CERTIFICATES**

Where an application is made to Hambleton District Council for the grant or variation of a premises licence or club premises certificate, the applicant is required to advertise their application by:

- publishing a notice in a local newspaper circulating in the vicinity of the premises; and
- displaying at least one notice prominently at or on the premises to which the application relates where it can be conveniently read from outside the premises.

### **Newspaper notice**

- The notice must be published on at least one occasion during the period of 10 working days starting on the day after the application was given to the council.

### **Premises notice**

- The notice(s) must be displayed for not less than 28 consecutive days starting on the day after the application was given to the Council
- The notice(s) must be of a size equal to or larger than A4
- The notice(s) must be pale blue in colour,
- The notice(s) must be printed legibly in black ink or typed in black in a font of a size equal to or larger than 16

Note: where the premises covers more than 50 square metres, copies of the said notice must be displayed at intervals of 50 metres along any external perimeter abutting a highway.

### **What must the notices say?**

The notice must include:

- A statement of the licensable activities which it is proposed to be carried on or, in the case of a variation application, a brief description of the proposed variation;
- The name of the applicant or club;
- The postal address of the premises or if no postal address exists, sufficient information to identify the location;
- A statement to confirm that the application may be inspected at Hambleton District Council, Civic Centre, Stone Cross, Northallerton, DL6 2UU;
- A statement to confirm that representations must be made in writing to the council no later than 28 days from the day after the application is given to the Council;
- A statement to confirm that it is an offence to knowingly or recklessly make a false statement in connection with an application and anyone making such a false statement may be liable on summary conviction to a fine of any amount.

### **Minor variations**

An application for a minor variation to a premises licence or club premises certificate is subject to a simplified process. Under this process, the applicant is not required to advertise the variation in a newspaper or circular. However, they must display a white notice (to distinguish it from the blue notice used for full variations and new applications) complying with the above requirements for a period of ten working days starting on the day after the application was given to the council.