

Reply to **Licensing Team**
Tel 020 89218018
Fax 020 8921 8380



Licensing Act 2003
Notice to be Displayed at the
Premises

Licensing Department
Community Safety & Environment
4th Floor, The Woolwich Centre
35 Wellington Street
London SE18 6HQ
www.royalgreenwich.gov.uk

You must advertise your application by way of a notice displayed at the premises/site for 28 days. You must put the notice up the day after you make your application to the Council. Council officers will check that you have displayed the notice and your application will not be accepted unless this is done.

The notice must be displayed prominently at or on the premises to which the application relates, where it can be conveniently read from the exterior of the premises. If the premises are more than fifty metres square in size, you must display a duplicate notice every fifty metres along the external perimeter of the premises, abutting any highway.

The notice must contain the following information:

- 1) The name and address of the applicant or Club;
- 2) The postal address of the premises or Club premises, if any, or if there is no postal address for the premises, a description of those premises sufficient to enable the location and extent of the premises or Club premises to be identified;
- 3) The postal address and, where applicable, the worldwide web address where the register of the local authority is kept and where and when the record of your application may be inspected;
- 4) The date by which an interested party may make representations to the Council (this is 28 days after you make your application);
- 5) That representations shall be made in writing;
- 6) That 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 (£5,000);
- 7) A statement of the relevant licensable activities or qualifying club activities which it is proposed will be carried on from the premises (but see exemption for Provisional Statements below).

If your application is for a Provisional Statement, the notice shall state that representations are restricted after the issue of a Provisional Statement, and, where known, *may* state the licensable activities or qualifying club activities which it is proposed will be carried on from the premises.

The notice must be in the following form:

- A4 size or larger;
- Of a pale blue colour;
- Printed legibly in black ink or typed in black in a font of a size equal to or larger than 16 point.