

Reply to	Licensing Team
Tel	020 8921 8018
Fax	020 8921 8380



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

**Licensing Act 2003
Newspaper Advertisement**

You must publish notice of your application in the local press within ten working days after the day after you make your application. You must organise and pay for the advertisement yourself. You must send a copy of the newspaper containing the advertisement to us as soon as it is published. If you fail to do so you have not made a valid application.

The advertisement must contain the same information as the blue notice you display at the premises for 28 days. We would suggest that you fax an A4 copy of your completed blue notice to the newspaper of your choice so they can copy the wording for you.

Here are some exemplar newspapers for this purpose:

- **Greenwich Weekender (published weekly)**
ads@weekender.co.uk / 020 7232 1639 – or contact: kevin@southwarknews.co.uk .
The deadline for public notices is Monday 1pm before Wednesday's publication date.
- **South London Press (published weekly)**
<http://londonnewsonline.co.uk> . Contact: Brian Pottle: brian@slpmedia.co.uk .
The deadline for public notices is Wednesday 1pm before Friday's publication date.
- **Greenwich Info (published fortnightly)**
Advertising Team: Nicola - 020 8921 5572 / 5033
http://www.royalgreenwich.gov.uk/info/359/council_-_news_and_information_releases/703/greenwich_info
- **News Shopper (published weekly)**
<http://www.newsshopper.co.uk/advertising/> . Contact: se-sales@newsquest.co.uk
/ lnorry@localiq.co.uk – or use the [Book an advert](#) link. 01268 469297.

If you use the *Greenwich Info*, make sure that the advert can be published within the ten working day window. If you use the *Weekender* or *South London Press*, make sure that the advert is placed in the edition that covers the Royal Borough of Greenwich. You will not fulfil the public notice requirement if either of these are not the case. All adverts must include full RBG Licensing contact details – as shown in the header of the template you can use overleaf.

Each newspaper will reserve space for you and create a simple public notice for your approval. Prices vary so please contact the publication for an estimate.



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NOTICE OF APPLICATION FOR A PREMISES LICENCE - LICENSING ACT 2003

Notice is given that **NAME AND ADDRESS OF APPLICANT** has applied for the **GRANT or VARIATION [delete as appropriate]** of a Premises Licence for the following premises:

PREMISES NAME
PREMISES ADDRESS

A record of this application may be inspected by appointment.

Other persons may make representations to the Council on this application by no later than **LAST DATE FOR REPRESENTATIONS**. Representations can be made in writing, by email or fax using the contact details above. Representations can only be made on the grounds of one of the four licensing objectives, namely:

- Protection of children from harm
- Prevention of Public nuisance
- Prevention of crime and disorder
- Public safety.

Any person who makes a false statement in connection with an application is liable on summary conviction to an unlimited fine.

It is proposed that the following licensable activities will take place at the premises:

**LIST OF LICENSABLE ACTIVITIES & TIMES / OR DESCRIBE THE NATURE OF THE PROPOSED VARIATION(S).
OPTIONALLY: DESCRIPTION OF PREMISES.**