

1. This is the form of notice required to advertise an application for
 - **A new Premises Licence.**
2. Different forms must be used to advertise an application for any of the following:
 - Variation of a Premises Licence
 - A new Club Premises Certificate
 - Variation of a Club Premises Certificate
 - A Provisional Statement (for premises under construction)

Note for users of this notice

3. A copy of the completed notice must APPEAR ONCE in a local paper circulating in the vicinity of the application premises WITHIN 10 WORKING DAYS OF THE DATE OF YOUR APPLICATION.
4. **Applicant** = the person (or organisation) named in the application, whether or not you have appointed an agent to apply on your behalf.
5. **Premises name** = The generally recognised trading name of the premises.
6. **Premises address** = to identify the application premises.
7. **dd / mm / 2005** = 28 days after the date the application was made. (NOT 28 days after the notice in the newspaper).
8. **Proposed licensable activities** = The whole of your proposed operation is subject to consultation, so you should describe it briefly here.
9. Ideally, the wording that is **specific to your notice** should appear in **bold** (PTO)

Notice of application for a Premises Licence under section 17 of the Licensing Act 2003

Applicant:

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Premises name:

.....

Premises address:

.....

Proposed licensable activities:

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Full details of the application can be inspected on the licensing register during normal business hours at the address given below and viewed at www.oxford.gov.uk. Responsible authorities and interested parties (other persons) wishing to make a representation about the application should do so in writing, stating the licensing objectives upon which the representation is based. Any representation must be received within 28 days of the date of the application (by **dd / mm / mmm**) at: **The Licensing Authority, Oxford City Council, Town Hall, Gh 5 XUHg, OXFORD, OX1 1BX** or emailed to licensing@oxford.gov.uk. It is an offence knowingly or recklessly to make a false statement in connection with an application. The maximum fine for which a person is liable on summary conviction for the offence is unlimited.

Insert date 28 days after date of application

EXAMPLE

(The actual notice is likely to appear much smaller than this in the paper)

Notice of application for a Premises Licence under section 17 of the Licensing Act 2003

Applicant: **Acme Hotels plc** Premises name: **Sweetsleep Hotel** Premises address: **38 Carlisle St OXFORD OX1 45N**

Proposed licensable activities: **On licence (24 hrs for residents & guests / 1100-2300 for non-residents). Facilities for music and dancing 1200 – 2400 any day. Live and recorded music 1200-2400 any day. Above licensing hours extended to 0200 on the day following Fridays and Saturdays of Bank Holiday weekends and New Years Eve.**

Full details of the application can be inspected on the licensing register during normal business hours at the address given below.

Responsible authorities and interested parties (other persons) wishing to make a representation about the application should do so in writing, stating the licensing objectives upon which the representation is based.

Any representation must be received within 28 days of the date of the application (by **15 / July / 2006**) at: **The Licensing Authority, Oxford City Council, Town Hall, St Aldates, OXFORD OX1 1BX** or emailed to licensing@oxford.gov.uk.

It is an offence knowingly or recklessly to make a false statement in connection with an application. The maximum fine for which a person is liable on summary conviction for the offence is unlimited