I / We ……………………………………………………………………..… (1)

Do hereby give notice that on ………………………………................... (2)

I / we applied to Oxford City Council for a pavement licence at:

……………………………………………………………………………………

………………………………………………………………………………. (3)

Known as………………………………………………………................... (4)

The application is for:

……………………………………………………………………………………

………………………………………………………………………………. (5)

To be used during the following periods (6):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon | Tues | Wed | Thu | Fri | Sat | Sun |
| Start | : | : | : | : | : | : | : |
| Finish | : | : | : | : | : | : | : |

Anyone who wishes to make representations regarding this application may do so by writing to [licensingmisc@oxford.gov.uk](mailto:licensingmisc@oxford.gov.uk) by

………………………………………………...…………………………….. (7)

Details of the application may be viewed at [www.oxford.gov.uk](http://www.oxford.gov.uk)

Signed…………………………………. Date……………….……………. (8)

**Guidance on completing this notice**

Complete the notice by putting the following information in the numbered spaces:

(1) Name of the applicant

(2) Date the completed application and fee was submitted to the council

(3) Postal address of the premises

(4) Name the premises is known by (i.e. trading name)

(5) Brief description of application (e.g. two tables and four chairs to the front of the premises for serving food and drink).

(6) Using 24 hour clock, enter proposed start and end times for the use of the furniture (use N/A for any days when furniture will not be used – please do not leave any of this section blank)

(7) Last date for representations – this is the date 7 days after the date the completed application and fee is submitted to the local authority (excluding public holidays)

(8) The date the notice was placed (NB this must be the same date as (2) above)

On the same day that the application is made, a completed copy of this notice must be fixed to the premises so that it is readily visible to, and can be read easily by, members of the public who are not on the premises. You must ensure that the notice remains in place until the end of the public consultation period.

**Failure to comply with this requirement may lead to the revocation of any licence granted or deemed granted.**