

## **Advertising requirements – minor variation Licensing Act 2003**

Applicants must display a notice prominently at or on the premises to which the application relates, where it can be conveniently read from the exterior of the premises.

The notice must be:

- white
- of a size equal to or larger than A4
- printed legibly in black ink or typed in black

The notice must contain the following which must be printed or typed in a font of a size equal to or larger than 32:

- in the case of an application relating to a Premises Licence, at or near the top of the notice the heading “Licensing Act 2003: Minor Variation of Premises Licence”
- or
- in the case of an application relating to a Club Premises Certificate, at or near the top of the notice the heading “Licensing Act 2003: Minor Variation of Club Premises Certificate”

A notice must also contain the following which must be printed or typed in a font of a size equal to or larger than 16:

- a brief description of the proposed variation(s)
- the name of the applicant or club
- 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
- the postal address and where applicable, the web address where the register of the relevant licensing authority is kept and where and when the record of the application may be inspected
- the date by which an interested party may make representations to the relevant licensing authority
- that it is an offence knowingly or recklessly to 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

If any part of the external perimeter of the premises that is 100 metres or more in length is adjacent to a public highway or other place accessible to the public, a notice must be displayed at least every 50 metres along that part of the perimeter.