

Suggested Wording for New Application

Licensing Act 2003 Application for a Premises Licence (Section 17)

Notice is hereby given that **SPECIFY NAME / COMPANY** has applied to **NAME OF COUNCIL / LOCAL AUTHORITY** for the grant of a Premises Licence in respect of **NAME OF PREMISES, ADDRESS OF PREMISES**, and intends to carry on the following licensable activities; **(examples)** sale of alcohol, provision of late night refreshment and provision of regulated entertainment.

The Licensing register may be inspected at the Licensing Authority, **NAME OF COUNCIL / LOCAL AUTHORITY, ADDRESS OF COUNCIL / LOCAL AUTHORITY**, between **SPECIFY HOURS**. Any representation by a Responsible Authority or Interested Party must be made in writing to the above address by **SPECIFY DATE**.

It is an offence knowingly to make a false statement in connection with an application punishable on summary conviction by a maximum fine of £5,000.

NAME OF INDIVIDUAL / SOLICITOR OR AGENT

Suggested Wording for Variation of Premises Licence

Licensing Act 2003 Notice of Application for variation of a Premises Licence

NAME hereby gives notice that an application was made to **NAME OF COUNCIL / LOCAL AUTHORITY** on **DATE** for variation of a premises Licence to operate premises called **NAME OF PREMISES, ADDRESS OF PREMISES** for the following licensable activities, **(examples)** the provision of intoxicating liquor for consumption on or off the premises, including extended hours on bank holidays and weekends, for 20 minutes drinking up time at the end of every session, for live music (namely two performers), recorded background music, via TV, Radio, Juke Box, CD Player either amplified or unamplified. Full details of the proposals are stated on the full application. The full application may be inspected at **NAME OF COUNCIL / LOCAL AUTHORITY, ADDRESS OF COUNCIL / LOCAL AUTHORITY** free of charge during office hours. **Telephone number XXXXX-XXXXXX**.

Any interested party or responsible authority may make written representations within 28 consecutive days of the application date.

It is an offence to knowingly or recklessly make a false statement in connection with an application and a person may be liable to a fine on summary conviction of up to £5,000.

Dated XXXXXXXX

NAME OF INDIVIDUAL / SOLICITOR OR AGENT