

## LICENSING ACT 2003

An application for a [1]

has been made by [2]

for the premises known as [3]

The application seeks to [4]

A record of the application on the licensing register may be inspected at the offices of the licensing authority c/o Rushmoor Borough Council, Council Offices, Farnborough Road, Farnborough GU14 7JU; telephone: 01252 398855, website: [www.rushmoor.gov.uk](http://www.rushmoor.gov.uk).

Responsible authorities and other interested parties may make representations about the application to the licensing authority no later than [5]

All representations must be made in writing. It is an offence to knowingly or recklessly make a false statement in connection with an application; the maximum fine for which is unlimited.

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## Notes

[1] Insert the words 'premises licence' or 'club premises certificate' depending on the application being made.

[2] Insert the name of the individual applicant(s) or the name(s) of the organisation(s) that are applying to be the holder of the licence.

[3] Insert the name and full postal address of the premises to which the application relates.

[4] Insert details of the licensable activities that are proposed to be carried on at the premises giving an indication of the times that such activities are to take place. This may be best done by bullet points.

For example:-

- To permit the sale of alcohol between 11:00am and 00:30am Sundays to Thursdays and 11:00am and 01:00am Fridays and Saturdays.
- To provide late night refreshment between 23:00pm and Midnight throughout the week.
- To provide live music and recorded music between 11:00am and Midnight throughout the week.

[5] Insert the last date that representations can be made. This date is the date that falls 28 days after the day after which the application was submitted to the licensing authority. If in doubt, please check with the licensing authority.

## Other Guidelines

This notice **must** be A4 or larger in size, pale blue in colour and located in such a position where it can be conveniently read from the exterior of the premises.

The notice **must** be printed legibly (font size 16), be printed or typed in black ink and **must** be displayed for a period of 28 consecutive days. For any premises covering an area more than 50 metres square, a notice **must** be displayed every 50 metres.

**NB:** Failure to advertise the application in the prescribed manner may render the application invalid.

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