



Advertisement of Applications

If you are applying for a new Premises Licence, a new Club Premises Certificate or to vary an existing Premises Licence/Club Premises Certificate the application must be advertised.

If a Premises is proposed to be built, is under construction, or being extended / altered for use for licensable activities then you will need to apply for a Provisional Statement, this type of application must also be advertised.

The application has to be advertised in the following ways:-

1. A Notice shall be displayed prominently at or on the premises to which the application relates where it can be conveniently read from the **exterior** of the premises* for a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the relevant authority.
2. The notice must be placed so that it can be read without having to enter your property i.e., without having to cross car parks, patio areas or other such areas between the public footway and your building. In these cases a notice should be displayed on the building AND on a perimeter fence, post, wall abutting the street/highway.
3. The notice shall be of a size equal or larger than A4 on a pale blue colour and printed legibly in black ink in a font size equal or larger than 16.
4. A Notice should be advertised in a local newspaper within 10 working days of the day after the day the application is given to the relevant authority.
5. Please contact the Licensing Team (01444 477419) before completing your advert to ensure the correct date is inserted or if you have any other query about the advertising process.
6. If the advert is incorrectly worded or sited you will have to re advertise. This will cost you extra money and the consultation time will have to restart.
7. You may want to consider sending a copy of the notice you intend to display, with your application.

* In the case of a premises covering more than 50m², a further notice in the same form and subject to the same requirements, every 50m² along the external perimeter of the premises abutting any highway.

To help you advertise your application the template below can be used.

**THIS NOTICE MUST BE IN FONT 16 OR LARGER AND
PRINTED ON PALE BLUE PAPER.**

PUBLIC NOTICE

**Licensing Application
Licensing Act 2003**

An application has been made by *(insert name person(s), club or brewery)* to the Licensing Authority for the Mid Sussex District for the grant of a new/variation *(delete as applicable)* of a Premises Licence/Club Premises Certificate *(delete as applicable)* for *(insert name and full address of premises)*.

The application includes proposals for the following licensable activities ***(include relevant hours)*** *(delete and amend as applicable)*

- i) sell alcohol by retail;
- ii) provide regulated entertainment *(specify the licensable activities)*
- iii) provide late night refreshment

The application may be viewed at the Main Reception, Mid Sussex District Council, Oaklands, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS, during normal office hours and online at www.midsussex.gov.uk - search for 'Licensing Applications received'

Responsible Authorities or other persons may make representation on or before *(insert expiry date for representation(s))*.

All representations shall be made in writing to The Licensing Officer at Mid Sussex District Council.

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 is £5,000, on summary conviction for the offence.