

**It is with regret that the Authority now finds itself unable to provide any advice in respect of newspaper or premise notices. The Authority is providing the template below as GUIDANCE ONLY and accepts NO RESPONSIBILITY for any advertisement which is incorrect. If you need advice or assistance then you should obtain your own legal advice.**

## **Licensing Act 2003**

### **Notice of Application for Grant/Variation Premise Licence/Club Premises Certificate**

1. I/We ..... (this needs to be the name that is shown on the application form and address of applicant)

hereby give notice that an application was made to **Herefordshire Council** on

the \_ day of \_ 2023

*this should be the day after we **accept** the application, not the day you submit – the consultation date starts the day after we accept the application and will be shown on your acknowledgement letters)*

For a Grant/Variation of a licence to operate a premises at  
(the name and address of the premises subject to application)

on/from which the following licensable activities are proposed  
(this needs to show all the licensable activities you are applying for – ie: Live Music, Sale/Supply of Alcohol etc and whether they are indoors or outdoors)

between the hours of,  
(the hours that you have applied to be licensed – if you have asked for Non-Standard timings – ie: Bank Holidays, you also need to show these here)

2. The full application, giving details about the premise and proposed licensable activities, has been sent to the Licensing Section, Herefordshire council. This may be inspected, free of charge, at the offices of the council at

**8 St Owen Street, Hereford. HR1 2PJ  
Monday to Friday by prior appointment  
OR**

**[https://www.herefordshire.gov.uk/info/200145/business/58/current\\_licensing\\_applications](https://www.herefordshire.gov.uk/info/200145/business/58/current_licensing_applications)**

3. An interested party or Responsible Authority may make representations to the Licensing Section within 28 Consecutive Days of the day the application was made as detailed above. End date of consultation (*end date inserted here – this is shown on the acknowledgment cover letter*)

***It is an offence to knowingly or recklessly make a false statement in connection with an application and a person may be liable on summary conviction to an unlimited fine***

(This is a prescribed form for the notice which applicants seeking a Grant/Variation of a Premise Licence/Club Premises Certificate are required to publish in one local newspaper or newsletter within 10 working days starting on the day after the day on which the application was made and to exhibit prominently at or on the premises to which the application relates for a period of no less 28 consecutive days )