

NOTICE OF AN APPLICATION FOR A VARIATION TO A PREMISES LICENCE/CLUB PREMISES CERTIFICATE

Date this notice posted on the premises

Premises

Address

I/We.....

have applied to Carlisle City Council (the Licensing Authority), for a variation of the Premises Licence in respect of the above premises. The proposed variation relates to the sale of alcohol/provision of regulated entertainment*. Where applicable regulated entertainment will include:-

*Music	*Playing Recorded Sound	*Showing of films
*Singing	*Live Performers	*Performance of a play
*Dancing	*Other forms of live dance	
*Sporting/game competitions in the presence of an audience (including but not limited to, darts and snooker/pool competitions)		
*Late night refreshment will be provided until not later than: (Please state time)		

(*Delete as appropriate)

Day	Sale/Supply of Alcohol	Regulated Entertainment	Other times when the premises will be open
Varied	from: to:	from: to:	From: to:
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Public Holiday			

Any person intending to make relevant representations on this application should submit them in writing within 28 days from the date this notice is first displayed on the above premises to: The Licensing Manager, Licensing Section, Carlisle City Council, Civic Centre, Carlisle CA3 8QG or by emailing to: licensing@carlisle.gov.uk. The full application can be viewed at the given address between the hours of 10.00am to 4.00pm, Monday to Friday.

Last date for Representations:

IT IS AN OFFENCE, to knowingly or recklessly make a false statement in connection with an application for which you may be liable to a fine not exceeding level 5 on the standard scale on summary of conviction.

ADVERTISING - Guidance sheet for format of notice

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 Licensing Authority, the applicant must display a notice on the premises containing a summary of the application. This shall set out matters including the name of the applicant, the premises address, proposed licensable activities and the proposed hours of opening. The advertising notice should also contain information about where representations can be made or where the full details of the applications can be viewed, i.e. Carlisle City Council, dates between which any interested parties are able to make a representation and a statement noting that it is an offence to knowingly make a false or reckless statement in connection to this application, to which a fine may be attached.

Other requirements of the Advertisement are:

- ✓ The advert must be displayed on a pale blue paper or card
- ✓ It must be a minimum of A4 or larger (preferably A3)
- ✓ Font size 16 (minimum)
- ✓ Font style Arial.

The advert must be displayed in a prominent position on or near the premise, clearly visible to the general public. Please find example of notice overleaf.

The applicant must also advertise a notice of their application in a local newspaper, circulating in the vicinity of the premises. The newspaper notice must be advertised at least once during a period of 10 working days, starting on the day after the application was made to the Licensing Authority. Applicants are advised to contact the newspaper they intend to use before making application to check whether sufficient space is available for their notice to be advertised within the required period. The consultation period allowed in the newspaper notice must coincide with expiry date for representations shown in the notice displayed on the premises.

Example:

Application is lodged with the Licensing Authority on 28th February. A notice must be displayed on the premises from 1st March and should allow up to 28th March for representations to be made. If the applicant subsequently advertises the notice in the newspaper on say 7th March, the expiry date for representations should still be 28th March.