

NOTES FOR APPLICANTS

1. A notice must be displayed at or on the premises to which the application relates for a period of not less than 28 consecutive days from the day following the day the application was given to the Council, in a position where it can be conveniently read from the exterior of the premises.
2. Where the premises cover an area of more than 50 square metres, a further identical notice must be displayed every 50 metres along the external perimeter of the premises abutting any highway.
3. The notice must be on pale blue paper sized A4 or larger and printed legibly in black ink or typed in black in a font size equal to or larger than 16.
4. The notice must state:
 - a) details of the application and activities that it is proposed will be carried on or from the premises;
 - b) the full name of the applicant;
 - c) the postal address of the premises, or in the case where there is no postal address, a description of the premises sufficient to enable the location and extent of the premises to be identified;
 - d) the date, being 28 days after that on which the application is given to the council, by which representations may be made to the council and that representations should be made in writing.
5. A similar notice must be published in a local newspaper or similar document within 7 days of giving the application to the council.