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Licensing Authority  
When telephoning or calling please ask for the  
Licensing Officer  
Tel: 01277 312523  
Email: [licensing@brentwood.gov.uk](mailto:licensing@brentwood.gov.uk)  
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Updated 25<sup>TH</sup> January 2011

### **LICENSING ACT 2003 INFORMATION SHEET Advertising Premises and Club Premises Applications**

If you are applying for a **simultaneous variation, variation** or **provisional statement** or making a **new** application, you will need to advertise it so that local residents and businesses can be informed of the application and their rights to make representation.

The Regulations require you to display a notice at the premises and to have a notice published in a local newspaper. The Regulations also specify what must be in the notices. For a **new** application, the notice must give a statement of the licensable activities. For a **variation** or **simultaneous variation** application, the proposed variation must be described briefly.

A suitable form of notice is included in application packs to assist applicants. The notes on the back of the notice give full details of the legal requirements. Please make sure that you read these. If you do not comply with the notice requirements, your application will not be valid and this will delay the application process.

The notice must be displayed prominently at or on the premises where it can be conveniently read from the exterior of the premises. If the premises cover an area of more than 50 metres square, a notice must be displayed every fifty metres along the external perimeter of the premises abutting the highway. The notice must be displayed for a period of **28 consecutive days** starting on the day after the valid application was given to the Licensing Authority.

You are also required to publish a notice in a local newspaper, such as the Brentwood Gazette or Brentwood & Billericay Weekly News. The notice must be published on at least one occasion during the period of **ten working days** starting on the day after the valid application was given to the Licensing Authority.

The published notice must contain the same information as you are required to give on the notice displayed at the premises.