

**PUBLIC NOTICE OF APPLICATION
APPLICATION FOR A MINOR VARIATION OF A PREMISES
LICENCE
(Section 41A, Licensing Act 2003)**

Name of Applicant	
Postal address of premises or a description to enable the location to be identified.	
The proposed minor variation is to	

The Licensing Register may be inspected at the Town Hall, Ingrave Road, Brentwood, Essex, CM15 8AY between 8.30 am and 5.00 pm Monday to Thursday and between 8.30 am and 4.30 pm Friday, excluding public holidays. Details are also provided on Brentwood Borough Council’s website at www.brentwood.gov.uk.

Any representations by a Responsible Authority or Interested Party must be made in writing to the Licensing Authority at the above address by:

It is an offence knowingly or recklessly to make a false statement in connection with an application punishable on summary conviction by a maximum fine (unlimited)

Notes to assist applicants for minor variations

When completing the notice overleaf:

- (A) Enter the name of the Premises Licence Holder
- (B) Enter the name of the premises
- (C) Enter the address of the premises
- (D) Give an accurate and full summary of the minor variations proposed
- (E) Insert the date the by which all relevant representations must be received by the Licensing Authority (10 working from the 1st working day after the application is received by the licensing authority)
- (F) It must be PRINTED LEGIBLY IN BLACK INK or TYPED IN BLACK in a FONT SIZE EQUAL TO OR LARGER THAN 16 (this size).**

Display of Notice:

The completed notice must be printed on white paper A4 size.

The notice must be placed in a prominent position on the premises where it can be easily seen and read by passing members of the public (e.g. at eye level in a window or door)

In the case of premises covering an area of more than 50 METRES SQUARE, a further Notice in the same form must be displayed EVERY 50 METRES along the exterior of the premises abutting any highway.

Ensure that the poster positioned so that it is not obscured by features such as security shutters.

If the poster needs to be located externally it would be wise to use some form of weather protection such as lamination, and to frequently check that it has not been damaged or removed.

If damaged or removed it must be replaced at the first opportunity.

Minor variation applications do not need to be advertised in the newspaper.

The Notice must be displayed for a period of NO LESS THAN 10 WORKING DAYS starting on the day after the day on which the application was given to the Licensing Authority (Brentwood Borough Council).