**Public notice information**

The notice **must** be on a single side of pale blue paper and not less than A4 size, be printed legibly in black ink or typed in black, and equal to, or greater than, font size 16.

The notice must be displayed prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises for the duration of the consultation period.

Where the premises cover an area of more than 50 metres square, further notices in the same form and subject to the same requirements must be displayed every 50 metres along the external perimeter of the premises abutting any highway.

This notice must also be published in a local newspaper circulating in the vicinity of the premises, on at least one occasion within 10 working days of the application being submitted. The following details must be contained in the press advertisement: -

* State the name of the applicant/s
* State the postal address of the premises, if any, or if there is no postal address for the premises a description of those premises sufficient to enable the location and extent of the premises to be identified
* Contain a statement of the relevant licensable activities which it is proposed will be carried out on or from the premises
* State the postal address and, where applicable the web address where the register of the relevant licensing authority is kept and whether and when the record of the application may be inspected,
* State the date by which a responsible authority or any other person may make representations to the relevant licensing authority
* State that representations shall be made in writing
* State that it is an offence to knowingly or recklessly make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence.

Please check all details carefully before submitting for publication. If in doubt, verify details with either the licensing team or your solicitor or legal advisor.

Please update the notice attached below as follows: -

1. Insert name of applicant/s

2. Insert name and address of premises to be licensed

3. Licensable activity proposed - the sale by retail of alcohol, the provision of regulated entertainment and/or the provision of late night refreshment

4. Give details of the days and hours you wish to operate

5. This date is 28 days starting on the day after the day the application was deemed valid and you have received an acknowledgement letter from the licensing authority. If in doubt please check with the licensing team.

**NOTICE OF APPLICATION FOR A PREMISES LICENCE UNDER THE LICENSING ACT 2003**

I, [1 ] hereby give notice that I have applied for a premises licence in respect of [2 ]

The licence is to allow [3 ] for [4 ]

Notification of the application made to the licensing authority is available on a register at www.southnorfolkandbroadland.gov.uk/licensing-2/see-current-licence-applications

Representations must relate to one or more of the licensing objectives and can be sent by email to [licensing@southnorfolkandbroadland.gov.uk](mailto:licensing@southnorfolkandbroadland.gov.uk) or posted to Broadland District Council or South Norfolk Council at The Horizon Centre, Broadland Business Park, Peachman Way, Norwich, NR7 0WF.

Please be advised that any representation, along with your details may be released to the applicant and/or their agents as part of the application process, unless you indicate that there are exceptional circumstances where you believe that your details should not be released.

Representations must be made no later than [5 ].

Please note that it is an offence to knowingly or recklessly make a false statement in connection with an application and, on summary conviction for the offence, a person is liable to an unlimited fine.