

# PUBLIC NOTICE

## LICENSING ACT 2003 – APPLICATION TO VARY A PREMISES LICENCE

An application has been made by: (see note 1)

To vary the premises licence for the premises (see note 2)

On the date of:

Summary of the proposed changes to licensable activities or conditions etc:  
(see note 3)

Any person wishing to view details of an application may contact the Licensing Partnership on 01732 227004 or email them at:

[licensing@sevenoaks.gov.uk](mailto:licensing@sevenoaks.gov.uk) or visit

<http://pa.sevenoaks.gov.uk/online-licensing>

Any person wishing to make representation about the application should make them in writing on or before the: (see note 4)

To: Licensing Partnership, Council Offices, Sevenoaks, Kent TN13 1HG

Email: [licensing@sevenoaks.gov.uk](mailto:licensing@sevenoaks.gov.uk). It is an offence knowingly or recklessly to make a false statement in connection with an application. The offence is punishable on summary conviction by a fine of any amount.

## **Notes on completing the form**

1. Insert the full name of the individual/company/partnership etc. that is making the application as detailed on the application itself. For the avoidance of doubt this should be the licence holder.
2. Insert the full name of premises and the full address for which the application is being made.
3. Summarise what is applied for (for example, are you applying to increase the hours, state what the new proposed hours would be, or list any new licensable activities to be added. If the variation is to delete conditions, state in general what those are (refer to number and annexes on the licence) but if long or numerous, you don't need to list them all out in full.

Remember if adding activities or extending hours, list the all the opening hours, including any seasonal variations and non- standard timings if applied for, as these form part of the proposed hours.

4. Insert the relevant date.

The application shall be advertised 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 relevant licensing authority.

The date that the 28<sup>th</sup> day falls on is the relevant date that must be inserted here.

For example: If an application was given to an authority on 31<sup>st</sup> October 2024, then the relevant date to insert would be 28<sup>th</sup> November 2024.

## **Displaying the notice on the premises**

You must 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, display a notice which is of a size equal to or larger than A4, of a pale blue colour, printed legibly in black ink or typed in black in a font of a size equal to or larger than 16 in all cases, prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises. If the premises have a shutter, then a notice must also be displayed on the shutter.

In the case of a premises covering an area of more than fifty metres square, a further notice in the same form and subject to the same requirements

must be placed every fifty metres along the external perimeter of the premises abutting any highway.

### **In the local Press**

You must publish a notice in a local newspaper or, if there is none, in a local newsletter, circular or similar document, circulating in the vicinity of the premises on at least one occasion during the period of **ten working days** starting on the day after the day on which the application was given to the Licensing Authority.