

**WATFORD LICENSING AUTHORITY  
LICENSING ACT 2003  
Specimen Public Notice**

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**[Name of person/organisation/body applying for licence] is applying for the [new grant/provisional statement] of a [Premises Licence/Club Premises Certificate] for**

**[Full name and postal address of premises or a suitable description of the premises to allow the location and extent of the premises to be identified]**

If granted the application will allow the following licensable activities to take place:

**[List details of the application including licensable activities and the timings of these activities]**

Any person wishing to make representations in relation to this application may do so by writing to:

Watford Licensing Authority, Town Hall, Watford WD17 3EX

Tel: 01923 278476

Fax: 01923 278627

Email: [licensing@watford.gov.uk](mailto:licensing@watford.gov.uk)

Representations may be made for 28 consecutive days from the date of this notice.

A copy of the application for the grant of the above licence is kept by the Licensing Authority at the above address. The application can be viewed Mondays and Fridays 9am to 3pm, and Wednesdays 11am to 5pm, except bank holidays. While the town hall is operating reduced operating hours, we would encourage requests to view the application to not be made by personal visit and instead be made by contacting the

licensing authority by phone or email using the contact details above during working hours.

It is an offence to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

**[Date]**

## NOTES:

The date of this notice must be the day after the application for the Premises Licence or Club Premises Certificate was correctly given to the Licensing Authority.

The notice is to be displayed on the premises 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, by displaying a notice, 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 and 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 every fifty metres along the external perimeter of the premises abutting any highway.

The notice must be of a size equal 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.

The notice must be published in a local newspaper or, if there is none, in a local newsletter, circular or similar document circulating in the vicinity of the premises. It must be published on at least one occasion during a period of 10 working days starting from the day after the application was made to the Licensing Authority.