

**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] [variation]** 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]**

**OR**

The intention for the variation to the **[Premises Licence] [Club Premises Certificate]** is to:

**[Describe the nature of any proposed variation]**

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

Watford Licensing Authority, Town Hall, Watford, Hertfordshire WD17 3EX  
Tel: 01923 278503  
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. **[Representations made after the grant of a provisional statement and before the grant of the corresponding premises licence or club premises certificate may not be made if a person could have made the same representations or substantially the same representations but failed to do so without reasonable excuse; and there has been no material change in circumstances relating to the premises or area since the provisional statement was made].**

A copy of the application for the grant of the above licence is kept by Licensing Authority at the above address. The application can be view Monday to Thursday 9am to 5pm and 9am to 4.45 pm on Fridays, except bank holidays.

It is an offence knowingly or recklessly to make a false statement in connection with an application the maximum fine for which a person is liable on summary conviction for making a false statement is a Level 5 fine on the standard scale.

**[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.