

## **GUIDANCE NOTE 3**

### **ADVERTISING OF APPLICATIONS**

Both the newspaper and premises notice are so that 'other persons' (such as local residents and Town /Parish Councils) have the opportunity to make representations on any application (e.g. on the increased noise disturbance it could cause). This power to make representations is provided in the Licensing Act 2003 and form a key part of the legislation. To not enable such representation by advertising the application will result in the rejection of your application.

#### **Notice on Premises**

Applications for: premise licences & club certificates; variations; minor variations and applications for provisional statements all require a notice to be displayed at the premises concerned in a place where the public can conveniently read it. The legislation states:

The notice should be displayed in a manner which is likely to bring the application to the attention of persons... likely to be affected by it.

The notice should not be placed behind obstacles nor in a position where it cannot be read for part of the consultation period.

Where the premise concerned covers an area of greater than 50 square metres, copy notices also need to be placed every 50 metres at the premise perimeter, where the premises meets a public highway.

You may wish to contact the licensing team for guidance on where to display these notices if you are unsure.

Failure to advertise the application correctly will result in the rejection of your application.

#### **Advertise in the local press**

In addition, applications for: premise licences & club certificates; variations; and applications for provisional statements all require a public notice to be published in a local newspaper serving the local community where the premises is located.

These must be published at least once, and within 10 WORKING DAYS of the application being given to the Licensing Authority.

Failure to advertise within this timescale will invalidate an application.

There is currently only one newspaper circulating within the Milton Keynes area

**The Tuesday or Thursday Citizen**

It is advisable to contact the newspaper in advance to enable you meet the publication deadlines to therefore meet the 10 working deadline required by the Licensing Act 2003.



**Contact Details**

**The MK Citizen:**

**Milton Keynes Citizen  
North House  
3 Bond Avenue  
Bletchley  
Milton Keynes  
MK1 1SW**

**Phone: 01908 371133**

**Fax: 01908 371112**

**Public Notices**

**Phone: 0207 023 7931**

**Email: [publicnotices@nationalworld.com](mailto:publicnotices@nationalworld.com)**

**Deadline for copy:**

**Please contact the newspaper for fees and confirmation on copy deadlines.**

To be acceptable both the newspaper and premise notices must include certain details:

- a) The name of the applicant or club
- b) The postal address of the premise concerned.
- c) The postal address and World Wide Web address of the Licensing authority where the register is kept, and details of where and when the application document can be viewed. See note 1 overleaf
- d) The date by which representations from Interested parties and Responsible authorities can be made about the application. See note 2 overleaf
- e) A statement that any representations must be in writing
- f) A statement that it is an offence to make a false statement in connection with an application
- g) In the case of provisional statements the notice must state that representations are restricted after the issue of a provisional statement, and where known state the licensable activities proposed.
- h) In the case of premise licence applications the notice must state the licensable activities proposed.
- i) In the case of club certificate applications the notice must state the relevant qualifying club activities proposed
- j) In the case of a variation application for a premises or club certificate the notice must describe the proposed variation
- k) Hours of opening as a result of the application should also be detailed

Examples of the notice is available on the website. (See note 1)

### Premises Notice

The Government has specified strict criteria for the public notice to be displayed at or on the premise concerned. These are:

1. The notice must be at least A4 size (preferably A3)
2. The notice must be a pale blue colour (white for minor variations)
3. The notice must be in black typeface
4. The font size must be at least font 16

5. The notice must be displayed for a continuous period of at least 28 (14 days for minor variations) days starting on the following day that the application was given to the Licensing Authority (Milton Keynes Council).

Failure to comply with these requirements will invalidate an application.

The Licensing team are able to supply further copies of this formatted poster at a cost of £1 each.

### **Queries / Questions**

Licensing Team 01908 252800 / email: [licensing@milton-keynes.gov.uk](mailto:licensing@milton-keynes.gov.uk)

#### **Note 1:**

The address of the Licensing Authority is: -

Licensing Team,  
Milton Keynes City Council  
Civic  
1 Saxon Gate East  
Milton Keynes  
MK9 3EJ.

The Internet address of the Licensing Authority is <https://www.milton-keynes.gov.uk/environmental-health/licensing/beer-entertainment-late-night-refreshment/premises-and-personal>

The Licensing Register can normally be accessed Mondays to Thursdays between the hours of 9am and 5pm, and Fridays 9am - 4pm (excluding bank holidays).

#### **Note 2:**

Representations can be made at anytime up to and including 28 days after the day on which the application was given to the Licensing Authority. Any public notice must therefore specify the date that is 28 days starting from the day after the application has been laid with the Licensing Authority (Milton Keynes Council).

*Revised December 2022*