



## GUIDANCE FOR ADVERTISING APPLICATIONS

Applications for premises licences and provisional statements require a public notice to be published in a local newspaper circulating in the vicinity of the premise.

In addition, a notice must also be displayed at the premise concerned in a place where the public can conveniently read it. You should use the appropriate notice for the type of application you are making these are available from the Licensing Team.

Both the newspaper and premises notices are to allow interested parties (such as local residents and businesses) to have the opportunity to make representations on any application.

To be acceptable both the newspaper and premise notices must be in the prescribed format, these forms are in your application pack.

### Note 1:

The address of the Licensing Authority is:

Licensing, Regulatory Services, Milton Keynes City Council, Civic, 1 Saxon Gate East, Milton Keynes, MK9 3EJ

The Internet address of the Licensing Authority is:

[www.milton-keynes.gov.uk/licensing](http://www.milton-keynes.gov.uk/licensing)

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).

## Newspaper Adverts

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 one newspaper circulating within the Milton Keynes area

1. The Tuesday or Thursday Citizen

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.

Premise Notice

The public notice must also be displayed on the premise where it can be conveniently read by members of the public.  
Failure to comply with these requirements will invalidate an application.

Queries / Questions

Email: [licensing@ilton-keynes.gov.uk](mailto:licensing@ilton-keynes.gov.uk)

*Revised December 2025*