

**PUBLIC NOTICE  
LICENSING ACT 2003**

**To whom it may concern:**

I/We (1)

Do hereby give notice that I/we have applied to the Licensing Authority at Runnymede Borough Council for a premises licence / club premises certificate / variation of our (2) premises licence/club premises certificate at (3)

known as (4)

The application is to:- (5)

Any person wishing to make representations to this application may do so by writing to Runnymede Borough Council, Licensing Section, Civic Centre, Station Road, Addlestone, Surrey, KT15 2AH or by email to [licensing@runnymede.gov.uk](mailto:licensing@runnymede.gov.uk) not later than (6) ..... Representations received after this date will not be considered.

A copy of the application can be viewed at Runnymede Borough Council, Civic Centre, Station Road, Addlestone, during normal office hours.

It is an offence knowingly or recklessly to make a false statement in connection with this application, the maximum fine on summary conviction being £5,000.

Signed: .....

*Applicant / on behalf of the applicant*

Dated: .....

*(Note: This notice must be **published** during the period of 10 working days starting on the day after the day on which the application was submitted to Runnymede Borough Council )*

## Notes for Applicants

(1) *Insert name of applicant (normally holder of Premises Licence or Club Premises Certificate)*

(2) *Delete that not applicable*

(3) *Insert postal address of premises*

(4) *Insert name premises is known by*

(5) *Insert brief description of operation (e.g. The terminal hour is midnight on Fridays and Saturdays/to include non-amplified entertainment until midnight etc)*

\* *Regulation 25 & 26 of the Licensing Act 2003 (Premises Licences and club premises certificates) Regulations 2005*

**(6) *Insert date 28 days after the date the application is delivered to the Local Authority***

The applicant must advertise the application in a local newspaper which circulates in the area in which the premises are situated or which is available at local newsagents. The advertisement must appear in the newspaper on at least one occasion during the period of ten working days starting on the day after the day the application is received by the Licensing Authority.

The applicant should use the Surrey Advertiser, this is the only newspaper in the area which is circulated widely enough to ensure compliance with the Licensing Act regulations. One complete copy of the newspaper containing the advertisement should be sent to the Runnymede Civic Centre, Licensing Section, Station Road, Addlestone KT15 2AH.