



REDCAR AND CLEVELAND BOROUGH COUNCIL

Area Management Directorate
Operation Section
Environmental Health and Licensing
Belmont House,
Rectory Lane,
Guisborough,
TS14 7FD

LICENSING ACT 2003

Guide to Applicants

Advertisement of Applications for the Grant of Premises Licences or, Club Premises Certificates.

(Redcar and Cleveland Borough Council, (RCBC) as a guide has produced this guidance note. It is not intended to be an authoritative interpretation of the law. Anyone making such application should therefore also seek professional advice from a solicitor or legal representative.)

How do I advertise?

(Regulation 25 of the Licensing Act 2003[Premises licence and club premises certificates] Regulations 2005.)

Where an application is made to Redcar & Cleveland Borough Council (the Licensing Authority) for the grant or variation of a premises licence, or club premises certificate, the applicant is required to advertise their application in the following ways:

- By displaying a notice, **prominently at or on** the premises to which the application relates where it can be **conveniently read from outside** the premises.
- **Where the premise covers more than 50 sq. meters**, copies of the said notice must be displayed **at intervals of 50 meters along any external perimeter** abutting a highway.
- The notice(s) must be
 - **Displayed for not less than 28 consecutive days** starting on the day after the application was given to the Council
 - Of a size **equal or larger than A4**
 - **Pale Blue** in colour,
 - **Printed legibly in black ink or typed in black** in a font of a size equal to or larger than 16;
- And Also by publishing a notice: (NB this is as well as and not as an alternative to the above)
 - **In a local newspaper**, circulating in the vicinity of the premises.
 - **On at least 1 occasion** during the period of **10 working days**⁽¹⁾ starting on the day after the application was given to the Council.

What must the notice say?

(Regulation 26 of the Licensing Act 2003 [Premises licences and club premises certificates] Regulations 2005)

In the case of an application

- **A statement of the relevant licensable activities or, as the case may be, qualifying club activities which it is proposed will be carried on 'On' or 'From' the premises**

In the case of an application for variation

- **A brief description of the proposed variation(s)**

In all cases

- The name of the applicant or club
- The postal address of the premises or if no postal address exists, sufficient information to identify the location
- The postal address and where applicable the worldwide web address where the Licensing Authorities register is kept and a copy of the application may be inspected

In the case of Redcar and Cleveland Borough Council, these will be as follows :-

**Area Management
The Licensing Authority
Redcar and Cleveland Borough Council
Belmont House
Rectory Lane
Guisborough
TS14 7FD
www.redcar-cleveland.gov.uk**

- The date by which any "interested party" or "responsible authority" may representations to the Council. (This date will be 28 days from the day after the application is given to the Council.)
- That representations must be in writing
- That it is an offence to knowingly or recklessly make a false statement in connection with an application and the maximum fine payable on summary conviction of such offences. (This is level 5 on the standard scale: Max £5,000.)

NB In addition to the above, copies of the application and all associated documents must be given to each responsible authority on the same day as the application is given to the Council