

**LICENSING ACT 2003**

**NOTICE OF APPLICATION FOR A \*NEW PREMISES LICENCE/CLUB PRESMIES CERTIFICATE or FULL VARIATION OF PREMISES LICENCE/CLUB PREMSIES CERTIFICATE\* (DELETE WHERE APPROPRIATE)**

[Applicants name] is applying to the Licensing Authority of Three Rivers District Council for a \* new/variation of a premises licence/Club Premises Certificate (delete where appropriate) at;

[Address of premises]

If granted it will allow the following:

[Details of licensable activities and proposed days and times]

[Other Proposed Changes]

Any person wishing to make representations in relation to this application may do so online via the Licensing Register [www.threerivers.gov.uk/services/licensing/licence-register](http://www.threerivers.gov.uk/services/licensing/licence-register) using ref: (insert application ref number) or to The Licensing Authority, via email to licensing.team@threerivers.gov.uk or in writing to Three Rivers District Council, Three Rivers House, Northway, Rickmansworth WD3 1RL.

Further details on how to make a valid representation are on the Licensing Authorities website www.threerivers.gov.uk/services/licensing/licence-register

The final day for representations to be received by is [calculate 28 days from date notice is displayed on premises].

The full application can be viewed at the above address of the Licensing Authority Mondays to Fridays between the hours of 9:00am and 4:00pm excluding bank holidays.

It is an offence to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary of conviction to a fine of any amount.

[Dated]

**Guidance notes for completing the blue notice**

The following notes are for your information only and should not be displayed

1. Please ensure that the heading shows the type of application you are making, for example **new** premises licence or Club premises Certificate or **variation** of premises licence or Club Premises Certificate
2. Applicants name and premises address: This must be the same as on the application form itself
3. Proposed licensable activities: Please ensure that you list all of the activities that you wish to carry out at the premises
4. Proposed days and hours: Please ensure that you list the days and times that each licensable activity is proposed for
5. Other proposed changes: should you intend to make other changes to the licence, for example amend or remove licence conditions you should summarise this here.
6. Reference number: This will be provided to you by The Licensing Department. Please contact them for this information
7. Final day for consultation: this date will be provided to you by the Licensing Department once the application is deemed valid. Please contact them before inputting a date.
8. Once completed the notice needs to be printed in **black ink** on **pale blue** A4 paper and displayed at the premises. It must be easily readable from the exterior of the premises, where it abuts the Highway, and must be visible to passers-by. This notice must be in place for **28 consecutive days** as soon as the application is deemed valid by Three Rivers District Council.

For large premises which cover an area of more than 50 meters square, further notices are required at 50 meters intervals along any external boundary of the premises adjacent to the Highway.

1. A copy of the blue notice must also be placed in a local newspaper (Watford Observer) **once** within the first 10 working days of the 28 day consultation period.

Should you have any queries please contact the Licensing Department at Three Rivers District Council on 01923 776611 or email licensing.team@threerivers.gov.uk