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| **APPLICATION FOR A** *Select application type* | |
| ***Application Reference:*** *Insert the application reference number*  ***Notice is hereby given*** *that an application has been made to*  *St. Helens Council's Licensing Authority for a* *Choose an item. in respect of the premises shown below.*  *All representations must include the full name, address, and contact details of the interested party, or responsible authority making the representation. Representations submitted after the specified date cannot be considered.*  *Representations can be submitted online on the St Helens Council website via https://publicaccess.sthelens.gov.uk/online-applications/search.do?action=simple&searchType=LicencingApplication*  *It is an offence under section 158 of the Licensing Act 2003 to knowingly or recklessly make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction, is unlimited.* | |
| A | **NAME OF APPLICANT**  *Insert applicants name* |
| B | **NAME AND POSTAL ADDRESS OF PREMISES**  *Insert premises name and address* |
| C | **DETAILS OF THE APPLICATION**  *Insert all proposed licensable activities, dates and time. These will be on the application form you have submitted. An example can be found on the notes page of this document.* |
| D | **DATE BY WHICH REPRESENTATIONS MUST BE MADE**  *Insert the last date for representations.* |

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| **GUIDANCE NOTES ONLY, DO NOT DISPLAY THIS DOCUMENT** |
| **LICENSING ACT 2003**  **APPLICATION FOR A PREMISES LICENCE** |
| **GUIDANCE TO APPLICANTS WITH REGARD TO THE COMPLETION, DISPLAY AND**  **PUBLICATION OF: *(A)* THE 'SITE NOTICE' AND *(B)* THE 'PRESS NOTICE'** |
| **Section A: Site Notice (New Applications and Full Variations)**   1. The site notice must be printed on pale blue paper, of size A4 or greater. 2. The site notice must be printed legibly in black ink or typed in black, in a font size equal to or larger than 16. 3. The site notice must be correctly completed and prominently displayed at or on, the premises to which it relates. 4. The site notice must be displayed so that it can be conveniently read from the exterior of the premises by members of the public. 5. The site notice must be displayed for twenty eight (28) consecutive days; starting on the day after the day, on which the premises licence application, was submitted to St. Helens Council's Licensing Authority. 6. If any part of the external perimeter of the premises abuts a public highway, or other place accessible to the public, for a distance of one hundred (100) metres or more, then a copy of the site notice must be displayed at every fifty (50) metre interval. 7. The site notice must include all of the information printed on the St. Helens Licensing Authority premises licence site/press notice. 8. The following information must be included by the applicant to the site notice in the box sections which are identified as box A, B, C and D.   *Box A: The name of the applicant.*  *Box B: The name that the premises is known by and the postal address of the premises. If there is no postal address for the premises enter* a *description of the premises sufficient to enable the location and extent of the premises to be identified.*  *Box C: Statement of the intended licensable activities; to include details of activities, type(s) of entertainment and operational days and times.*  *Box D: The last date that representations on the premises licence application can be made. This date must be twenty eight (28) consecutive days after the date, on which the application* is *submitted to St. Helens Council's Licensing Authority.* |
| **Section B: Press Notice**   1. *The press notice must be published in* a *local newspaper circulating in the vicinity of the premises; (Local news paper - St. Helens Star).* 2. *The press notice must be published on at least one occasion, during the period of ten working days, starting on the day after the day on which the application was given to St. Helens Licensing Authority.* 3. *The press notice must include all of the information printed on the St. Helens Licensing Authority site/press notice, together with the information outlined at Section A and B above,*   *e.g. the information that must be entered by the applicant, to Boxes A, B,* C *and D of the notice.* |