

1. This is the form of notice required to advertise an application for
  - **A new Club Premises Certificate.**
2. Different forms must be used to advertise an application for any of the following:
  - Variation of a Club Premises Certificate
  - Variation of a Premises Licence
  - A new Premises Licence
  - A Provisional Statement (for premises under construction)

**Note for users of this notice**

3. A copy of the completed notice must APPEAR ONCE in a local paper circulating in the vicinity of the application premises WITHIN 10 WORKING DAYS OF THE DATE OF YOUR APPLICATION.
4. **Club** = name of the club, whether or not you have appointed an agent to apply on your behalf.
5. **Club address** = to identify the application premises.
6. **dd / mm / 2005** = 28 days after the date the application was made. (NOT 28 days after the notice in the newspaper).
7. **Qualifying club activities** = The whole of your proposed operation is subject to consultation, so you should describe it briefly here.
8. Ideally, the wording that is **specific to your notice** should appear in **bold** (PTO)

**Notice of application for a Club Premises Certificate under section 71 of the Licensing Act 2003**

Club: .....

.....

Club address: .....

.....

Qualifying club activities:

.....

.....

.....

.....

.....

Full details of the application can be inspected on the licensing register during normal business hours at the address given below or by visiting [www.oxford.gov.uk](http://www.oxford.gov.uk)

Responsible authorities and interested parties wishing to make a representation about the application should do so in writing, stating the licensing objectives upon which the representation is based.

Any representation must be received within 28 days of the date of the application (by **dd / mm / 2006** ) at: **The Licensing Authority, Oxford City Council, Gh5`XUHy` Chambers, 109 St Aldates, OXFORD OX1 1DS** or [licensing@oxford.gov.uk](mailto:licensing@oxford.gov.uk)

It is an offence knowingly or recklessly to make a false statement in connection with an application. The maximum fine for which a person is liable on summary conviction for the offence unlimited.

**Insert date 28 days after date of application**

## EXAMPLE

(The actual notice is likely to appear much smaller than this in the paper)

**Notice of application for a Club  
Premises Certificate under section 71  
of the Licensing Act 2003**

Club: **Green Sports Club**  
Club address: **38 Carlisle St  
OXFORD OX1 45N**

Qualifying club activities: **Supply of alcohol (1100-2300). Facilities for music and dancing, live and recorded music 1200-2300 Fridays and Saturdays. All above hours extended to 0200 on the day following Fridays and Saturdays of Bank Holiday weekends and New Years Eve.**

Full details of the application can be inspected on the licensing register during normal business hours at the address given below or by visiting [www.oxford.gov.uk](http://www.oxford.gov.uk)

Responsible authorities and interested parties wishing to make a representation about the application should do so in writing, stating the licensing objectives upon which the representation is based. Any representation must be received within 28 days of the date of the application (by **15 / July / 2006** ) at: **The Licensing Authority, Oxford City Council, St Aldates Chambers, 109 St Aldates, OXFORD OX1 1DS** or [licensing@oxford.gov.uk](mailto:licensing@oxford.gov.uk).

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