

## Licensing Act 2003 – Notice of Application to Wigan Council

An application for a <b>[1]</b>	
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has been made by <b>[2]</b>	
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for the premises known as / situated at <b>[3]</b>	
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The application seeks to <b>[4]</b>	
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The application may be inspected at the Licensing Section, Wigan Life Centre, College Avenue, Wigan, WN1 1NJ between the hours of 9.00 a.m. and 5.00 p.m. Monday to Friday inclusive. Brief details can also be obtained from the Council's website [www.wigan.gov.uk](http://www.wigan.gov.uk)

Any person or responsible authority may make representations about the application no later than **[5]** . All representations must be made in writing by the above date.

Representations should be sent to the Licensing Section, PO Box 100, Wigan, WN1 3DS or can be emailed to [licensing@wigan.gov.uk](mailto:licensing@wigan.gov.uk)

It is an offence knowingly or recklessly to make a false statement in connection with an application. A person is liable to an unlimited fine on conviction should such a false statement be made.

## How to complete a Notice of Application

**[1]** Insert one of the following options which describes the type of application you are making:

- New Premises Licence
- New Club Premises Certificate
- Variation of an Existing Premises Licence
- Variation of an Existing Club Premises Certificate

**[2]** Insert the full name of all applicant(s) or club that are applying to be the holder of the licence or certificate.

**[3]** Insert the name and full postal address of the premises or club to which the application relates, or if there is no postal address for the premises a description of those premises sufficient to enable the location and extent of the premises or club premises to be identified.

**[4]** Insert details of the proposed licensable activities and hours of opening in respect of a 'new' application, and in respect of a 'variation' briefly explain the proposed variation. This may be best done by bullet points.

**[5]** Insert the last date that representations can be made. This date is the date that falls 28 days, beginning the day after which the application was submitted (& accepted) to the Licensing Authority. If in doubt, please check with the Licensing Authority.

## Where to display a Notice of Application

A copy of this notice must be displayed in a local newspaper, and on the premises or club to which the application relates.

### Notice to be displayed in a Local Newspaper

The notice must be published in a local newspaper circulating in the vicinity of the premises, on at least one occasion during the period of 10 working days starting on the day after the day on which the application was submitted (& accepted) to the Licensing Authority. The full page of the newspaper containing the notice must be sent to the Council's Trading Standards & Licensing Section as soon as possible after it has been published. Failure to do so could lead to a delay processing the application.

### Notice to be displayed on the Premises or Club

For a period of no less than 28 consecutive days starting on the day after the day on which the application was submitted (& accepted) to the Licensing Authority, a notice must be displayed which is:

- of a size equal or larger to A4;
- of a pale blue colour; and
- printed legibly in black ink or typed in black in a font size equal to or larger than 16.

The notice must be prominently displayed at or on the premises to which the application relates, where it can be conveniently read from the exterior of the premises. In the case of a premises covering an area of more than 50 meters square, a further notice must be displayed every 50 meters along the external perimeter of the premises abutting any highway.

NB: Failure to advertise the application in the prescribed manner may render the application invalid.

## Contact Us:

Licensing Section, PO Box 100, Wigan, WN1 3DS  
[licensing@wigan.gov.uk](mailto:licensing@wigan.gov.uk) (01942) 404627