

ADVERTISEMENT OF MINOR VARIATION APPLICATIONS

When applying for a premises licence the applicant is required to adhere to the following points:

Display a notice of application on the premises

- The advertisement should be displayed in a prominent position where it can be easily read from the exterior of the property
- Premises that are larger than 50 square metres require additional advertisements to be displayed at 50 metre intervals
- The notice must be displayed for a period of not less than 10 working days starting on the day after the day on which the application was given to the relevant licensing authority
- The notice will be A4 size or larger
- Must be on white paper
- Must be printed legibly and in black ink and of a font size of 16 or more, as specified by law

**LICENSING ACT 2003
APPLICATION FOR A MINOR VARIATION**



Name of applicant

Postal address of premises

Minor Variation sought:

Deadline for representations

(a date 10 working days beginning with the day after the day on which the application was made)

Representations must be made in writing to the

Licensing Authority by:.....

Licensing Manager, Regulatory Services, Kingston and Sutton
Shared Environment Service, London Borough of Sutton, Civic
Offices, St Nicholas Way, Sutton, Surrey, SM1 1EA or by email
to licensing@sutton.gov.uk

It is an offence to knowingly or recklessly make false statement in connection with an application. The maximum fine for which a person liable on summary conviction for the offence is £5,000