

## Guidance for Gambling Premises Licence Grant/Variation

Applications for the grant, or variation of a premises licence must be advertised in the two following ways: firstly, by displaying a notice in at least one place at or on the site of the premises concerned for not less than **28 consecutive days** starting on the day on which the application is made to the licensing authority.

The notice must be displayed in a place where it can be conveniently read by members of the public from the exterior of the premises.

Secondly, by publishing a notice in a local newspaper one occasion during the period of **10 working days** starting on the day after the day on which the application was submitted to the licensing authority.

Within 7 days of the application being made, notice of the application on the prescribed form must also be given to the relevant responsible authorities: Please refer to the list of responsible authorities for further details of the notification requirements for the various types of application.

If the premises are situated partly in another local authority, the application must also be served on that licensing authority.