

1. This application should be returned to the Licensing Officer, Gedling Borough Council, Civic Centre, Arnot Hill Park, Arnold, Nottingham, NG5 6LU together with three copies of plans of the premises.
2. An applicant must send a copy of the application within 7 days to the Chief Constable, Nottinghamshire Police, Sherwood Lodge, Arnold, Nottingham, NG5 8PP.
3. An applicant need not specify any convictions, which are “spent” under the provisions of the Rehabilitation of Offenders Act 1974.
4. Applications for the transfer of a licence must be made by the person who is to be the new licence holder. A letter of consent to the transfer from the existing licence holder must accompany this application.
5. If the application relates to the premises, the applicant should give the full name and address of the premises to be used.

If the application relates to a vehicle, vessel or stall, the place where the vehicles, vessel or stall will be situated should be specified.

6. The application fee for a new or renewal licence is £....., which is not returnable in the event of an unsuccessful application.
7. a) Public Notice of this application must be given by:
  - i) Publishing an advertisement in a local newspaper circulating in Nottingham, within seven days of making this application: it is recommended that you use the Nottingham Evening Post, Castle Wharf House, Nottingham, for this purpose.
  - ii) **Displaying a notice on the premises, either in the window or in a place where it can be read by passers-by for a period of 21 days beginning with the date of this application.**
- b) The notice to be displayed on the premises is enclosed and this must be completed in accordance with the guidance notes.
- c) The newspaper advertisement must be in the form supplied and must be at least a single column semi-display advertisement. A copy of the newspaper containing the advertisement should be sent to the Head of Planning & Environment, together with a copy of the notice displayed on the premises.

8. Any person may object to the application within 28 days, the applicant will be notified of the general terms of any objections received before the application is considered.
9. Licences are issued subject to the Council's standard conditions, copies of which are set out overleaf, and any special conditions the Council may consider.
10. Any person aggrieved by the refusal of the Council to grant, renew, vary or transfer a licence, or by the revocation of the licence or by any terms or conditions attached to a licence, may appeal to the Magistrates' Courts within 21 days of notification of the Council's decision.