

Guidance for Premises Licence and Club Premises Certificate applications

Advertising the application

Applications for the grant or variation of a Premises Licence or Club Premises Certificate must be advertised in the two following ways.

Window Notice

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 following the submission of the application to the Council's Licensing Team. In the case of a premises covering an area of more than 50 metres square, a further notice must be displayed every fifty metres along the external perimeter of the premises abutting any highway.

The notice **must** contain the following information:

- The requested activities and the hours sought for each activity
- In the case of plan amendments, if this will entail an increase to the licensed area this **must** be made clear on the notice
- If the variation includes the removal or amending conditions, this must be included in the notice, stating which conditions are being removed or amended.
- Ensure that it is clear that what type of application is being made by marking on the notice whether it is a new grant or variation of a premises licence or club premises certificate.

A copy of the window notice should be submitted to the Licensing Team as part of your application to ensure the correct information is being displayed. Please be advised if the notice is checked and found to contain errors or if it is not displayed you will be asked to make the relevant amendments and restart the 28 day consultation period.

*(Please note that the Window Notice must be printed on **light blue paper** of at least **A4 size**. The text on the Notice must remain in a **Size 16 Times New Roman (or equivalent)** font)*

Newspaper advertisement

You must publish a notice in a local newspaper circulating in the Kensington and Chelsea area 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 to this department. (the "Evening Standard" is not considered to be a local newspaper)

Other information

The simplest and quickest way to apply and pay for your application is via the Council's online licensing portal [here](#).

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If applying by post the completed application form, together with the required fee and plans of the premises should be sent to the Licensing Team, Royal Borough of Kensington and Chelsea – please check our website www.rbkc.gov.uk for the current postal address

At the same time you will also need to send a copy of your application, together with the plans and any other accompanying documentation, 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. (*postal applications only*)

Proof of postage is not a legal requirement in any of these cases however applicants should note that officers of the Council's Licensing Team will conduct frequent spot-checks in order to ensure that the above authorities are kept apprised of all relevant applications.

Fees for all applications are based on the ratable value of the property concerned. You may check this figure and the applicable fee [here](#) Cheques etc. should be made payable to the Royal Borough of Kensington & Chelsea. Payment may also be made by credit card by telephone on 020 7341 5152.

email: licensing@rbkc.gov.uk

Incomplete application forms cannot be accepted and will be returned directly to the sender. Please also ensure that any plans submitted are in accordance with regulations; a guidance note can be found [here](#)