

Licensing Department

Application for a Club Premises Certificate to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy for your records.

..... club applies for a club premises certificate under section 71 (insert name of club) of the Licensing Act 2003 for the premises described in Part 1 below (the club premises)

The club is making this application to you as the relevant licensing authority in accordance with section 68 of the Licensing Act 2003

Part 1 – Club premises details

Name of Club	
Postal address of premises or, if none, ordnance survey map reference or description	
Post town	Post code
Telephone number (if any)	E-mail address (optional)

Name of person performing duties of a secretary to the club	
Postal address of person performing duties of a secretary to the club	
Post town	Post code
Telephone number (if any)	E-mail address (optional)

Non – domestic rateable value of club premises £ .....

Are the club premises occupied and habitually used by the club? Yes..... No.....



What qualifying club activities do you intend to conduct on the club premises?

**Provision of regulated entertainment**

**Please tick ✓ yes**

- |  |                          |
|--|--------------------------|
| a) plays (if ticking yes, fill in box A)   | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B)   | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C)  | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)                                       | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E)  | <input type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)  | <input type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)   | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) if ticking yes, fill in box H) | <input type="checkbox"/> |

**Provision of entertainment facilities for:**

- |   |                          |
|---|--------------------------|
| i) making music (if ticking yes, fill in box i)   | <input type="checkbox"/> |
| j) dancing (if ticking yes, fill in box j)  | <input type="checkbox"/> |
| k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K) | <input type="checkbox"/> |

**The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club** (if ticking yes, fill in box L)

**The sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place** (if ticking yes, fill in box L)

**In all cases complete boxes M, N and O**

**A**

Plays Standard days and timings (please read guidance notes 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tues					
Weds			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Thurs					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					





**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors Outdoors Both
Day	Start	Finish		
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)	
Tues				
Weds			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)	
Thurs				
Fri			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)	
Sat				
Sun				







**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place</u></b> <b><u>indoors or outdoors or both – please tick</u></b> (please read guidance note 2)		Indoors	
Day	Start	Finish			Outdoors	
					Both	
Mon						
Tues						
Weds						
Thurs						
Fri						
Sat						
Sun						

## H

Anything of a similar description to that falling within (e), (f) or(g) Standard days and timings (please read guidance note 6)			<u>Please provide a description of the type of entertainment you will be providing</u>		
Day	Start	Finish			
Mon			<u>Will this entertainment take place indoors or outdoors or both please tick</u> (please read guidance note 2)	Indoors	
				Outdoors	
Tues				Both	
Weds			<u>Please give further details here</u> (please read guidance note 3)		
Thurs					
Fri			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or(g)</u> (please read guidance note 4)		
Sat					
Sun			<u>Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		

I

Provisions of facilities for making music Standard days and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing		
Day	Start	Finish			
Mon			<b>Will the facilities for making music be indoors, outdoors or both – please tick</b> (please read guidance note 2)	Indoors	
Tues				Outdoors	
Weds				Both	
Thurs			<b>Please give further details here</b> (please read guidance note 3)		
Fri			<b>State any seasonal variations for the provision of facilities for making music</b> (please read guidance note 4)		
Sat			<b>Non standard timing. Where you intend to use the premises for provision of facilities for making music entertainment at different time to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sun					

**J**

<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance note 6)			<b>Will the facilities for dancing be indoors or outdoors or both – please tick</b> (see guidance note 2)	Indoors Outdoors Both
Day	Start	Finish	<b><u>Please give a description of the facilities for dancing you will be providing</u></b>  <b><u>Please give further details here</u></b> (please read guidance note 3)  <b><u>State any seasonal variations for providing facilities</u></b> (please read guidance note 4)  <b><u>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)	
Mon				
Tues				
Weds				
Thurs				
Fri				
Sat				
Sun				

**K**

<b>Provision of facilities for entertainment of a similar description to that falling within I or J Standard days and timings</b> (please read guidance note 6)			<b><u>Please give a description of the type of entertainment facility you will be providing</u></b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
Mon			<b><u>Will the entertainment facility be indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	
				Outdoors	
Tues				Both	
Weds			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Thurs					
Fri			<b><u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within j or k</u></b> (please read guidance note 4)		
Sat			<b><u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sun					

**L**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 7)	Indoors Outdoors Both				
Day	Start	Finish	<b>State any seasonal variations</b> (please read guidance note 4)					
Mon								
Tues								
Weds								
Thurs								
Fri						<b><u>Non standard timings. Where the club intends to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat								
Sun								





**O**

Describe the steps you intend to take to promote the four licensing objectives

**a) General – all four licensing objectives (b,c,d,e)** (please read guidance note 9)

**b) The prevention of crime and disorder**

**c) Public safety**

**d) The prevention of public nuisance**

**e) The protection of children from harm**

Please tick ✓ yes

- I have made or enclosed payment
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to the responsible authorities and others where applicable
- I have completed and enclosed the club declaration and enclosed a copy of the club rules
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**Part 3 – Signatures** (please read guidance note 10)

I (*Insert full name*) ..... **make this application on behalf of the club and have authority to bind the club**

Signature.....

Date.....

Capacity.....

<b>Address for correspondence associated with this application</b> (please read guidance note 11)	
<b>Post town</b>	<b>Post code</b>
<b>Telephone number (if any)</b>	
<b>If you would prefer us to correspond with you by email your email address (optional)</b>	

## Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a day e.g. Christmas Eve
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week you when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi nudity, films for restricted age groups, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicants agent (for example solicitor) may sign the form on their behalf provided they have the authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address we shall use to correspond with you about this application.