



**Application for a club premises certificate to be granted  
under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THIS  
APPLICATION**

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 or typed in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

.....  
(insert name of club)

**club applies for a club premises certificate under section 71 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**

<b>Name of club</b>	
<b>Postal address of premises or, if none, ordnance survey map reference or description</b>	
<b>Post town</b>	<b>Postcode</b>
<b>Telephone number (if any)</b>	
<b>E-mail address (optional)</b>	

<b>Name of person performing duties of a secretary to the club</b>	
<b>Address of person performing duties of a secretary to the club</b>	
<b>Post town</b>	<b>Postcode</b>
<b>Daytime contact telephone number (if any)</b>	
<b>E-mail address (optional)</b>	

Non-domestic rateable value of club premises

£

Are the club premises occupied and habitually used by the club?

Yes

No

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## Part 2 – Club Operating Schedule

When do you want the club premises certificate to start?

Day    Month    Year

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If you wish the certificate to be valid only for a limited period, when do you want it to end?

Day    Month    Year

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If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

General description of the club (please read Guidance Note 1)

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

Please tick ✓ yes

**Provision of regulated entertainment**

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

**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 I)

**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 J)

**In all cases complete boxes K and L.**

## A

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

## B

<b>Films</b> Standard days and timings (please read guidance note 6)			<b>Will the exhibition of films take place indoors or outdoors or both? Please tick (✓)</b> (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon				<b>Please give further details here</b> (please read guidance note 3)	Both	
Tue						
Wed			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 4)			
Thur						
			<b>Non standard timings. Where the club intends to use the premises for the exhibition of films at different times from those listed in the column on the left, please list</b> (please read guidance note 5)			
Fri						
Sat						
Sun						

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b><u>Please give further details here</u></b> (please read guidance note 3)	
Day	Start	Finish		
Mon				
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)	
Wed				
Thur			<b><u>Non standard timings. Where the club intends to use the premises for indoor sporting events at different times from those listed in the column on the left, please list</u></b> (please read guidance note 5)	
Fri				
Sat				
Sun				

**D**

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

## E

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of live music take place indoors or outdoors or both? Please tick (✓)</u></b> (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)	Both		
Tue						
Wed				<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 4)		
Thur						
Fri			<b><u>Non standard timings. Where the club intends to use the premises for the performance of live music at different times from those listed in the column on the left, please list</u></b> (please read guidance note 5)			
Sat						
Sun						

## F

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the playing of recorded music take place indoors or outdoors or both? Please tick (✓)</u></b> (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)	Both		
Tue						
Wed				<b><u>State any seasonal variations for playing recorded music</u></b> (please read guidance note 4)		
Thur						
Fri			<b><u>Non standard timings. Where the club intends to use the premises for the playing of recorded music entertainment at different times from those listed in the column on the left, please list</u></b> (please read guidance note 5)			
Sat						
Sun						

## G

<b>Performance of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both? Please tick (✓)</u></b> (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)	Both	
Tue					
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)		
Thur					
Fri			<b><u>Non standard timings. Where the club intends to use the premises for the performance of dance at different times from those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					

## H

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

**I**

<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)		On the premises	
					Off the premises	
Day	Start	Finish	Both			
Mon			<b>State any seasonal variations</b> (please read guidance note 4)			
Tue						
Wed			<b>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</b> (please read guidance note 5)			
Thur						
Fri						
Sat						
Sun						

**J**

<b>Hours club premises are open to the members and guests</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)			
Day	Start	Finish				
Mon						
Tue						
Wed			<b>Non standard timings. Where the club intends the premises to be open to the members and guests at different times from those listed in the column on the left, please list</b> (please read guidance note 5)			
Thur						
Fri						
Sat						
Sun						



## **K**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 8)

**L**

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

**a) General – all four licensing objectives (b, c, d and 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**

**Checklist**

**Please tick ✓ yes**

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to the responsible authorities
- I have completed and enclosed the club declaration and enclose 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 \_\_\_\_\_

Address for correspondence associated with this application <b>(please read guidance note 11)</b>	
<b>Post town</b>	<b>Postcode</b>
<b>Telephone number ( if any)</b>	
<b>If you would prefer us to correspond with you by e-mail, your e-mail 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. Please state 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 particular 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 when you intend the premises to be used for the activity.
7. If the club wishes members and their guests to be able to consume alcohol on the premises please tick 'on the premises'. If the club wishes people to be able to purchase alcohol to consume away from the premises please tick 'off the premises'. If the club wishes 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 etc.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. This is the address which we shall use to correspond with the club about this application.