



APPLICATION FOR A CLUB PREMISES CERTIFICATE TO BE GRANTED UNDER THE LICENSING ACT 2003

Licensing, Town Hall, Feethams, Darlington. DL1 5QT
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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 of the completed form for your records.

I/We

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[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

Name of Club			
Postal address of premises or, if none, ordnance survey map reference or description			
Post Town		Post Code	
Telephone Number at Premises (if any)			
e-mail address (optional)			
Name of person performing duties of a secretary to the club			
Address of person performing duties of a secretary to the club			
Post Town		Post Code	
Daytime contact telephone number (if any)			
e-mail address (optional)			
Non-Domestic Rateable Value of Premises		£	

Are the club premises occupied and habitually used by the club

Yes No

Part 2 – Club Operating Schedule

When do you want the club premises certificate to start

D	D	M	M	Y	Y	Y	Y
<input type="text"/>							

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

D	D	M	M	Y	Y	Y	Y
<input type="text"/>							

Please give a general description of the club (please read guidance note 1)

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

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

Provision of regulated entertainment

Please ✓ all that apply

- 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 within (e), (f) or (g) (if ticking yes, fill in box H)

The supply of alcohol by or on behalf of a club, or to the order, of a member of the club (if ticking yes, please 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

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

B

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

C

Indoor Sporting Events Standard days and timings (please read guidance note 6)			<u>Please give further details here</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

State any seasonal variations for Indoor Sporting Events
 (read guidance note 4)

Non standard timings. Where the club intends to use the premises for Indoor Sporting Events at different times to those listed in the column on the left, please list. (Read guidance note 5)

E

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

F

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

G

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

I

Supply of Alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick (please read guidance note 2)	On the Premises <input type="checkbox"/>
				Off the Premises <input type="checkbox"/>
				Both <input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (read guidance note 4)	<hr/> Non standard timings. Where the club intends to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list. (Read guidance note 5)
Mon				
Tue				
Wed				
Thur				
Fri				
Sat				
Sun				

J

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

K

Please highlight any adult entertainment or services, activities, or other entertainment or matter ancillary to the use of the club premises that may give rise to concerns 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 ✓ to indicate agreement

- 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 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 SUMMARY CONVICTION TO A FINE NOT EXCEEDING 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 (please read guidance note 11)

Post Town	<input type="text"/>	Postcode	<input type="text"/>
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Telephone number (if any)

Email address (optional)

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, or Christmas and New Year
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve and on Bank Holiday Mondays
6. Please give timings in a 24 hours clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for that 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 clubs wishes members and their guests to be able to consume alcohol away from the premises, please ✓ 'off the premises'. If you wish people to be able to do both, please ✓'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 or gambling machines.
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 you about this application.

Plans

Plans may include a legend (explanation of symbols on a map) through which the matters mentioned and referred to below are sufficiently illustrated by the use of symbols on the plan

• Scale 1:100 (or other scale with the consent of the Licensing Authority)

The plan MUST show:-

- ❖ The extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises
- ❖ the location of points of access and egress from the premises
- ❖ if different from the above, the location of escape routes from the premises
- ❖ in a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity (it is a good idea to use different colours to show the areas for each licensable activity)
- ❖ in a case where an existing licensable activity relates to the supply of alcohol, the location or locations on the premises which is or are used for consumption of alcohol
- ❖ fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exists or escape routes without impediment
- ❖ in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor
- ❖ in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts
- ❖ the location and type of any fire safety and any other safety equipment
- ❖ the location of a kitchen, if any, on the premises