



Central Administration Unit
 East Northamptonshire Council
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Dear Applicant

Licensing Act 2003 – Application to Vary Club Premises Certificate

Please find enclosed all of the information you need to apply to vary your Club Premises Certificate under the Licensing Act 2003. Within this letter you will find:-

- Application to Vary a Club Premises Certificate
- Sample wording for Newspaper Advertisement
- List of responsible authorities
- Checklist for plan of premises
- Checklist
- Guidance Notes

Below is a step by step guide to help you through this process. All of the relevant information including fees is contained within the enclosed checklists

Step One

Read the guidance notes enclosed as these will assist you in completing the application form. Ensure you have completed all of the correct boxes within the application form. If you need any assistance with this process please contact the Licensing Unit.

Step Three

Please use the enclosed checklist to ensure your application is complete and have considered all of the relevant information as contained in the guidance notes and the application form. As with a new application you must issue copies of your application as follows. (all addresses are enclosed on a sheet within this pack).

Club Premises Licence	
Central Administration Unit at East Northamptonshire Council	▪ Original Application, with plan, and fee made out to East Northamptonshire Council
Local Authority in whose area the premises is situated	▪ Original application + 2 copies, 1 for Environmental Health and 1 for Planning.
Police	▪ One copy to appropriate Police Area Commander

Fire and Rescue	<ul style="list-style-type: none"> ▪ One copy, including a copy of plan. ▪ One copy each to Child Protection, Trading Standard and Customs and Excise.
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Newspaper Advertisement	<ul style="list-style-type: none"> ▪ Using enclosed wording, to be displayed in an appropriate local newspaper, within 10 days of the serving of the application.
Blue Notice	<ul style="list-style-type: none"> ▪ To be displayed in clear public view, visible to passers by, from the day <u>after</u> the application is served, for a period on 28 days.

Step Four

Please return your completed:

- application forms,
- existing Club Certificate
- plan of the premises (if changed by the application)
- copy of club rules (if changed by the application)
- your completed checklists and associated information including fee

Fees	Band A	Band B	Band C	Band D	Band E
Club Certificate	£100	£190	£315	£450	£635

If you require any further information or assistance please do not hesitate to contact the Central Administration Unit on 01832 742102 or email licensingunit@east-northamptonshire.gov.uk.

Yours sincerely

Central Administration Unit

Enc.



Checklist to Accompany Club Premises Application Forms

Information Required	Detail
Club Certificate Fee	Enclosed <input type="checkbox"/> Not Enclosed <input type="checkbox"/>
Club Rules <i>(where relevant)</i>	Enclosed <input type="checkbox"/> Not Enclosed <input type="checkbox"/>
Existing Club Certificate Or Fee of 10.50 for replacement	Enclosed <input type="checkbox"/> Not Enclosed <input type="checkbox"/> <i>(if the existing Club Certificate or fee is not enclosed your application will be returned)</i>
Plan of the Premises <i>(where relevant)</i> (2 copies required)	Enclosed <input type="checkbox"/> Not Enclosed <input type="checkbox"/> Plan complies with enclosed specification. <input type="checkbox"/> <i>(If a plan is required, but not enclosed; or does not meet the necessary specification, the application will be returned)</i>
Copy of Application Sent to Police Authority	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Failure to do so will result in the halting of your application until the correct submissions are made.)</i>
Copy Sent to Consultees	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Failure to do so will result in the halting of your application until the correct submissions are made)</i>
Blue Notice Displayed	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Failure to do so will result in the halting of your application until the notice is displayed)</i>
Newspaper Advertisement Placed	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Failure to do so will result in the halting of your application until the advert is placed)</i>

THIS CHECKLIST MUST ACCOMPANY YOUR APPLICATION FORM AND YOU MUST ENSURE YOU HAVE INCLUDED ALL OF THE RELEVANT INFORMATION AS LISTED ABOVE – AS THIS MAY DELAY THE PROCESSING OF YOUR APPLICATION

Consultee Addresses

Borough Council of Wellingborough

Tithe Barn Road
WELLINGBOROUGH
NN8 1BL

TEL: 01933 231964
FAX: 01933 231980
www.wellingborough.gov.uk

East Northamptonshire Council

East Northamptonshire House
Cedar Drive
THRAPSTON
NN14 4LZ

TEL: 01832 742057
FAX: 01832 734839
www.east-northamptonshire.gov.uk

Corby Borough Council

Deene House
New Post Office Square
CORBY
NN17 1QB

TEL: 01536 464052
FAX: 01536 464644
www.corby.gov.uk

Kettering Borough Council

Bowling Green Road
KETTERING
NN15 7QX

TEL: 01536 410333
FAX: 01536 315118
www.kettering.gov.uk

Daventry District Council Offices

Lodge Road
DAVENTRY
NN11 5AF

TEL: 01327 871100
FAX: 01327 302540
www.daventrydc.gov.uk

Police

Kettering, Corby, East Northants & Wellingborough

Licensing Officer
Northamptonshire Police (North)
Licensing Unit,
Unit C, Diamonds Business Centre,
Attley Way,
Irthlingborough, NN9 5GF

TEL: 08453 700 700

Daventry

Licensing Officer
DAVENTRY POLICE STATION
Area Headquarters
New Street
Daventry
NN11 4BS

TEL: 01327 300300

Fire & Rescue Services

The Inspection Team Manager
Northamptonshire Fire & Rescue
Service
Bolton House
Wootton Hall Park
Northampton
NN4 9BN

TEL: 01604 797000

Child Protection

Head of Services
Safeguarding Children & Family
Service
Northamptonshire County Council
County Hall
Guildhall Road
Northampton
NN1 1AN

TEL: 01604 236236

Trading Standards

Wootton Hall Park
Northampton
NN4 0GB

TEL: 01604 707900



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

**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING
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 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 84 of the Licensing Act 2003 for the premises named in Part 1 below

Club premises certificate number

Part 1 – Club premises details

Name of club			
Postal address of premises, if any, or if none ordnance survey map reference or description			
Post Town		Postcode	
Telephone number (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		Postcode	
Daytime contact telephone number (if any)			
E-mail address (optional)			

Part 2 – Applicant details

Daytime contact telephone number (if any)			
E-mail address (optional)			
Current postal address if different from premises address			
Post Town		Postcode	

Part 3 - Variation

Please tick yes

Do you want the proposed variation to have effect as soon as possible?

If not when do you want the variation to take effect from

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

<p>Please describe briefly the nature of the proposed variation (Please see guidance note 1)</p>

If the club's proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

<input type="text"/>

Part 4 – Club Operating Schedule

Please complete those parts of the Club Operating Schedule which would be subject to change if this application to vary is successful.

What qualifying club activities do you intend to conduct on the club premises which will be affected by your application?

Provision of regulated entertainment:

Please tick yes

- 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 entertainments (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)

Provision of entertainment facilities:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

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, O and P

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Thur					
Fri			<u>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</u> (please read guidance note 5)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films 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			<u>State any seasonal variations for the exhibition of film</u> (please read guidance note 4)		
Wed					
Thur			<u>Non standard timings. Where the club intends to use the premises for the exhibition of film at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
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			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Tue			
Wed			<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> (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment 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			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Wed					
Thur			<u>Non-standard timings. Where the club intends to use the premises for the boxing or wrestling entertainment at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

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"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Wed					
Thur					
Fri			<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> (please read guidance note 5)		
Sat					
Sun					

F

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

G

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

I

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

J

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

K

Provision of facilities for entertainment of a similar description to that falling within i or j Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment facility the club will be providing</u>		
Day	Start	Finish	<u>Will the entertainment facility be indoors or outdoors or both – please tick</u> (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 the provision of this entertainment facility</u> (please read guidance note 4)		
Fri					
Sat			<u>Non-standard timings. Where the club intends to use the premises for the provision of facilities for this entertainment at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun					

L

Supply of alcohol Standard days and timings (please read guidance note 6)			<u>Will the supply of alcohol be for consumption (Please tick box)</u> (please read guidance note 7)	On the premises	<input type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<u>State any seasonal variations</u> (please read guidance note 4)					
Mon								
Tue								
Wed								
Thur								
Fri								
Sat								
Sun								
						<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> (please read guidance note 5)		

M

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> (please read guidance note 4)	
Day	Start	Finish		
Mon				
Tue				
Wed				
Thur				<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> (please read guidance note 5)
Fri				
Sat				
Sun				

N

<p>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)</p>
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O

Please identify those conditions currently imposed on the certificate which you believe could be removed as a consequence of the proposed variation you are seeking

Please tick yes

- I have enclosed the club premises certificate
- I have enclosed the relevant part of the club premises certificate

If you have not ticked one of these boxes please fill in reasons for not including the certificate, or part of it below

Reasons why the club has failed to enclose the club premises certificate or relevant part of it

P 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 of the fee
- I have sent copies of this application and the plan to responsible authorities
- I understand that I must now advertise my application
- I have enclosed the club premises certificate or relevant part of it or explanation
- 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 5 – 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		Post code	
Telephone number (if any)			
If you would prefer us to correspond with you by e mail your e mail address (optional)			

Notes for Guidance

1. Describe the premises. For example the type of premises it is, its general situation and layout and any other information which would be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for people to consume these off-supplies please include a description of where this will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Marquees and tents will usually be considered as indoors.
3. Please state 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 go on for an extra hour during 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. (eg 16:00)
7. If the club wishes members and their guests to be able to consume alcohol on the premises please tick on. If the club wishes people to be able to purchase alcohol to consume away from the premises please tick off. If the club wishes people to be able to do both please tick both.
8. Please give information about anything to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed by someone with the authority to bind the club.

Plan of the Premises

The plan of the premises which accompanies the application should be drawn to standard scale (1mm: 100mm) unless the relevant licensing authority has already agreed to an alternative scale **in writing**; and should include the following:

1. 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.
2. The location of points of access to and exit from the premises.
3. If different from (ii) the location of emergency exits from the building
4. In a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity.
5. 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.
6. 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 exits or escape routes without impediment.
7. 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.
8. The location of any steps, stairs, escalators or lifts, which may be on the premises.
9. The location of any public conveniences which may be on the premises.
10. The location and type of any fire safety, or other safety equipment.
11. The location of a kitchen, if any, on the premises.

The plan may include a key, through which any of the above may be illustrated symbolically.

Suggested Wording for Newspaper Advertisement

Licensing Act 2003 Application for a Premises Licence (Section 17)

Notice is hereby given that SPECIFY NAME / COMPANY has applied to NAME OF COUNCIL / LOCAL AUTHORITY for the grant of a Premises Licence in respect of NAME OF PREMISES, ADDRESS OF PREMISES, and intends to carry on the following licensable activities; **(examples)** sale of alcohol, provision of late night refreshment and provision of regulated entertainment.

The Licensing register may be inspected at the Licensing Authority, NAME OF COUNCIL / LOCAL AUTHORITY, ADDRESS OF COUNCIL / LOCAL AUTHORITY, between SPECIFY HOURS. Any representation by a Responsible Authority or Interested Party must be made in writing to the above address by SPECIFY DATE.

It is an offence knowingly to make a false statement in connection with an application punishable on summary conviction by a maximum fine of £5,000.

NAME OF INDIVIDUAL / SOLICITOR OR AGENT