



Regulatory Services Licensing Administration Team
Thrapston Offices, Cedar Drive
Thrapston NN14 4LZ

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www.northnorthants.gov.uk

Licensing Act 2003 – Application to Vary Club Premises Certificate

This pack provides all of the information you need to apply to vary your Club Premises Certificate under the Licensing Act 2003. The following documents are enclosed:

- Sample wording for Newspaper Advertisement
- List of Responsible Authorities to whom your application (and associated documents) or copies should be sent
- Guidance for plan of premises
- A Fees Schedule
- Details of how to pay your application fee
- Application to Vary a Club Premises Certificate

Below is a step by step guide to help you through this process:

Step One

Read through the information sheets and guidance notes as these will assist you in making an acceptable application and to ensure you have completed all of the correct boxes in the application form.

Step Two

Determine the fee for your application by confirming the non-domestic rateable value of the premises and locating the relevant fee band in accordance with the enclosed 'Fees Schedule'.

Step Three

Include a plan if required.

If the variation includes changes to the licensable area, or structural changes to the building you are required to submit a new plan that is compliant with the specification laid out in the Licensing Act 2003.

Step Four

The Act requires that, for postal applications, you issue copies of your completed application as follows:

Consultee	Documents required:
North Northamptonshire Regulatory Services Licensing Administration Team	<ul style="list-style-type: none"> <input type="checkbox"/> Original signed application form, your current licence in full and your fee if paying by cheque. <input type="checkbox"/> Please note if the variation includes changes to the licensable area, or structural changes to the building you are also required to submit a new plan.

Local Authority Environmental Health Department <i>(relevant authority for Health & Safety at Work and Environmental Health)</i>	<ul style="list-style-type: none"> • A copy of your application form
Local Authority Planning Department	<ul style="list-style-type: none"> • A copy of your application form
Police	<ul style="list-style-type: none"> • A copy of your application form
Fire and Rescue	<ul style="list-style-type: none"> • A copy of your application form including any new plan
Child Protection	<ul style="list-style-type: none"> • A copy of your application form
Local Health Authority	<ul style="list-style-type: none"> • A copy of your application form
Trading Standards	<ul style="list-style-type: none"> • A copy of your application form
Addresses for each of the above are given in the enclosed 'Responsible Authority' list.	
You are advised to also make any relevant Parish or Town Council aware of your application.	

Step Five

You are required to advertise your application as follows:

Newspaper Advertisement	<ul style="list-style-type: none"> • Using enclosed wording for guidance, to be displayed in an appropriate local newspaper within 10 working days of correctly serving of the application. • Please see the enclosed example included in the pack.
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Blue Notice at or on the premises.	<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 of 28 days. • A Blue Notice template for your relevant local authority may be found on our website www.northnorthants.gov.uk .
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Please note that your application will not be accepted as served if it is not complete.

Step Six

Please post the original version of your completed application and required documents to us as follows:

Send to:	Checklist of documents to be provided
North Northamptonshire Council Regulatory Services Licensing Administration Team Thrapston Offices Cedar Drive Thrapston NN14 4LZ	<input type="checkbox"/> Original signed application form. Your current licence, in full. <input type="checkbox"/> Your fee if paying by cheque. <input type="checkbox"/> Your plan. Please note if the variation includes changes to the licensable area, or structural changes to the building you are required to submit a new plan.

Club application and annual fees – premises that are licensable will be allocated to a fee band according to rateable value.

Rateable Value	Band	Application Fee	Renewal Fee
No rateable value to £4,300	A	£100	£70
£4,301 to £33,000	B	£190	£180
£33,001 to £87,000	C	£315	£295
£87,001 to £125,000	D	£450	£320
£125,001 and above	E	£635	£350

If you are unsure of the non-domestic rateable value of your premises, details should be available on the [Valuation Office Agency website](#), or by contacting your local authority business rates department.

It is the actual rateable value which is required, not the value of your payments.

HOW TO PAY YOUR LICENCE FEE

Fees may be paid by card or cheque as follows:

- Payments by debit or credit card may also be made by calling our payment line 01832 742211.
- If paying by cheque please enclose your cheque with your application, made payable to:
NORTH NORTHAMPTONSHIRE COUNCIL, crossed a/c payee.

We do not have facility to accept cash payments.

Plan of the Premises

The information contained in the plan must be clear and legible in all material respects; 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

RESPONSIBLE AUTHORITIES UNDER THE LICENSING ACT 2003

North Northamptonshire Council Area Departments:

Environmental Health:

Corby Area:

NNC Corby Area Environmental Health
Deene House, New Post Office Square,
Corby NN17 1GD

East Northamptonshire Area:

NCC East Northamptonshire Area Environmental Health
Thrapston Offices, Cedar Drive,
Thrapston NN14 4LZ

Kettering Area:

NNC Kettering Area Environmental Health
Municipal Offices, Bowling Green Road,
Kettering NN15 7QX

Wellingborough Area:

NNC Wellingborough Area Environmental Health
Swanspool House, Doddington Road,
Wellingborough NN8 1BP

Planning:

Corby Area:

NNC Corby Area Planning Dept.
Deene House, New Post Office
Square, Corby NN17 1GD

East Northamptonshire Area:

NNC East Northamptonshire Area
Planning Dept.,
Thrapston Offices,
Cedar Drive, Thrapston NN14 4LZ

Kettering Area:

NNC Kettering Area Planning Dept.
Municipal Offices, Bowling Green
Road, Kettering NN15 7QX

Wellingborough Area:

NNC Wellingborough Area Planning
Dept., Swanspool House,
Doddington Road,
Wellingborough NN8 1BP

Copy applications for the above departments may be sent together but please identify copy recipients

www.northnorthants.gov.uk

Police:

Licensing Officer, Northamptonshire Police Licensing Unit, Wellingborough Police Station,
Midland Road, Wellingborough NN8 1HF
Tel: 101 ext. 343409 | Email: liquorlicensing@northants.pnn.police.uk

Fire & Rescue Services:

Service Information Team, Northamptonshire Fire & Rescue Service
Darby House, Darby Close, Park Farm Industrial Estate, Wellingborough NN8 6GS
Tel: 01604 797000 | Email: fireprotection@northantsfire.gov.uk
<mailto:fireprotection@northantsfire.gov.uk>

Home Office:

Home Office (Immigration Enforcement), Alcohol Licensing Team. Lunar House,
40 Wellesley Road, Croydon, CR9 2BY
Email: Alcohol@homeoffice.gov.uk

Local Health Authority:

Public Health Licensing, Sheerness House, 41 Meadow Road, Kettering,
Northamptonshire NN16 8TL
Email: phlicensing@northamptonshire.gov.uk

Trading Standards:

NNC Trading Standards, Deene House, New Post Office Square, Corby NN17 1GD
Tel: 01604 368100 | Email: BusinessAdvice@NorthNorthants.gov.uk

Child Protection:

Strategic Manager, Safeguarding and Quality Assurance Service (SQAS)
Northamptonshire Children's Trust, One Angel Square, Angel Street, Northampton, NN1 1ED
Email: SQAS@nctrust.co.uk

Parish/Town Councils:

Please contact the relevant Parish/Town Council for details

Suggested Wording for Newspaper Advertisement

Licensing Act 2003 Application to vary a Club Premises Certificate (Section 84)

Notice is hereby given that <enter NAME / COMPANY> has applied to North Northamptonshire Council for the variation of a Club Premises Certificate in respect of <enter NAME OF PREMISES, ADDRESS OF PREMISES>, for the following licensable activities; <enter activities to be varied e.g. supply of alcohol, provision of late night refreshment and provision of regulated entertainment>

The Licensing register may be inspected at the Licensing Authority at North Northamptonshire Council, Thrapston Offices, Cedar Drive, Thrapston NN14 4LZ, during normal office hours. Any representation by a Responsible Authority or Interested Party must be made in writing to the Regulatory Services Licensing Administration Team at the above address by <enter DATE provided in your application acknowledgement letter>.

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>

ADDITIONAL GUIDANCE BEFORE COMPLETING THE APPLICATION FORM

Part 3 – Variation

Describe the nature of the variation. Give full details of all the proposed changes to hours or licensable activities that you wish to vary. If you propose to vary the licensing objectives, you should also mention this here.

Part 4 – Club Operating Schedule

Provision of regulated entertainment. Please tick all categories you wish to vary, and proceed to the appropriate tables listed in the subsequent pages. Please use 24 hour clock, and only give details for days of the week you intend the premises to be used for the activity.

Please note the following:

Boxing or wrestling is licensable whether indoors or outdoors.

Performance of dance refers to a demonstration, or performance.

Supply of alcohol for members and guests. 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 off the premises please tick **OFF**. If you wish people to be able to do both, please tick the **both** box.

Licensing Objectives – General.

Please list here any variation to the steps you may be taking to promote all four objectives together. Ensure that any variations mentioned in the General Licensing Objectives is outlined in the corresponding box a – e, failure to do so will result in your application being delayed.

You should only complete these boxes if you propose to vary the licensing objectives.

Signatures.

This part must be signed as failure to do so could delay your application. An applicant's agent (e.g. solicitor) may sign on their behalf if they are authorised to do so. All correspondence will be sent to the premises address unless the "**Address for correspondence associated with this application**" box is completed.

Advertising the application. The person making the application must advertise the application as follows:

- a) For a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the relevant licensing authority, by displaying a notice,
 - (i) Which is –
 - (a) of a size equal to, or larger than A4
 - (b) of a pale blue colour
 - (c) printed legibly, in black ink or typed in black in a font of a size equal to or larger than 16:
 - (ii) in all cases, prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises and in the case of a premises covering an area of more than fifty metres square, a further notice in the same form and subject to the same requirements every fifty metres along the external perimeter of the premises abutting any highway; and
- b) by publishing a notice –
 - (i) in a local newspaper or, if there is none, in a local newsletter, circular or similar document, circulating in the vicinity of the premises;
 - (ii) on at least one occasion during the period of ten working days starting on the day after the day on which the application was given to the relevant licensing authority.
- c) The notice referred to should contain a statement of the relevant licensable activities which it is proposed will be varied, on or from the premises, and must include the following details –
 - (i) the name of the applicant
 - (ii) the postal address of the premises, if any, or if there is no postal address for the premises a description of those premises sufficient to enable the location and extent of the premises to be identified;
 - (iii) the postal address and, where applicable, the website address of the relevant licensing authority, and when and where details of the application are available for inspection by the public.
 - (iv) the date by which an interested party or responsible authority may make representations to the relevant licensing authority
 - (v) that representations must be made in writing
 - (vi) that it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence.



North Northamptonshire Council

Application to vary a club 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

Do you want the proposed variation to have effect as soon as possible? Yes No

If not, from what date do you want the variation to take effect?

DD	MM	YYYY
J_	J_	J_ J_ J_ J_ J_ J_ J_ J_

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?
(Please see guidance note 1) Yes No

Please describe briefly the nature of the proposed variation (Please see guidance note 2)

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

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 read guidance note 3)

Please tick 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 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)

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, L and M

A

Plays Standard days and timings (please read guidance note 8)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	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 5)					
Mon								
Tue								
Wed						<u>State any seasonal variations for performing plays</u> (please read guidance note 6)		
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 7)		
Sat								
Sun								

B

Films Standard days and timings (please read guidance note 8)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	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 5)					
Mon								
Tue								
Wed						<u>State any seasonal variations for the exhibition of film</u> (please read guidance note 6)		
Thur								
Fri						<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 7)		
Sat								
Sun								

C

Indoor sporting events Standard days and timings (please read guidance note 8)			<u>Please give further details here</u> (please read guidance note 5)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 6)
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 7)
Thur			
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 8)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	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 5)					
Mon								
Tue								
Wed						<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 6)		
Thur								
Fri						<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 7)		
Sat								
Sun								

E

Live music Standard days and timings (please read guidance note 8)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	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 5)					
Mon								
Tue								
Wed						<u>State any seasonal variations for the performance of live music</u> (please read guidance note 6)		
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 7)		
Sat								
Sun								

F

Recorded music Standard days and timings (please read guidance note 8)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	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 5)					
Mon								
Tue								
Wed						<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 6)		
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 7)		
Sat								
Sun								

G

Performances of dance Standard days and timings (please read guidance note 8)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	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 5)					
Mon								
Tue								
Wed						<u>State any seasonal variations for the performance of dance</u> (please read guidance note 6)		
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 7)		
Sat								
Sun								

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment that the club will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	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 5)		
Wed					
Thur			<u>State any seasonal variations for this entertainment</u> (please read guidance note 6)		
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 7)		
Sun					

I

Supply of alcohol Standard days and timings (please read guidance note 8)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 9)	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 6)		
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 7)		

J

Hours club premises are open to the members and guests Standard days and timings (please read guidance note 8)			<u>State any seasonal variations</u> (please read guidance note 6)
Day	Start	Finish	
Mon			
Tue			
Wed			
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 10).

L

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 as appropriate

- 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 not enclosed the club premises certificate or relevant part of it:

M 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 11)

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 to indicate agreement

- 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, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Part 5 – Signatures **(please read guidance note 12)**

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 13)			
Post town		Postcode	
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. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable for the late night levy.
2. 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.
3. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.

- Films: no licence is required for ‘not-for-profit’ film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:

- any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
- any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
4. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 5. 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.
 6. For example (but not exclusively) where the activity will go on for an extra hour during summer months.
 7. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 8. Please give timings in 24 hour clock (e.g. 16.00).
 9. 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'.
 10. 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 or gambling machines etc.
 11. Please list here steps you will take to promote all four licensing objectives together.
 12. The application form must be signed by someone with the authority to bind the club.
 13. This is the address which we will use to correspond with the club about this application.