



Licensing Act 2003 – Application for Club Premises Certificate

This pack is designed to assist you to apply for a Club Premises Certificate under the Licensing Act 2003.

You should apply through us if you are resident in any of the four areas of North Northamptonshire: Corby, East Northamptonshire, Kettering, and Wellingborough.

In this pack you will find:-

- A Fee schedule.
- Details of how to pay your application fee.
- Our guidance for the required plan of the licensable premises.
- A list of Responsible Authorities to whom your application (and associated documents) or copies should be sent.
- Sample wording for your requirement to advertise your Club Premises Certificate application in a local newspaper.
- Additional guidance to assist with your application.
- A Club Premises Certificate application form and accompanying guidance
- A declaration form to accompany a club premises application

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

Step One

Read through all of the enclosed 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 within the application form and provided all the required supporting documentation.

Step Two

Determine the fee for your Club Premises Certificate 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

Prepare your plan. Please see our enclosed guidance to assist you in preparing a plan.

Step Four

Ensure your club rules satisfy the requirements of the enclosed 'Declaration for a club premises certificate to be granted under the Licensing Act 2003'

Step Five

Complete your application and prepare copies.

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

Consultee	Documents required:
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 and premises plan
Local Authority Planning Department	<ul style="list-style-type: none">• A copy of your application form and premises plan
Police	<ul style="list-style-type: none">• A copy of your application form and premises plan
Fire and Rescue	<ul style="list-style-type: none">• A copy of your application form and premises plan
Child Protection	<ul style="list-style-type: none">• A copy of your application form and premises plan
Local Health Authority	<ul style="list-style-type: none">• A copy of your application form and premises plan
Trading Standards	<ul style="list-style-type: none">• A copy of your application form and premises plan

Addresses for each of the above are given in the enclosed 'Responsible Authority' list.

Prior to submission of your application, it is strongly advised that you have spoken to the police and your local authority licensing officer. This will help to ensure that, at the time of submission, your operating schedule has, where possible, addressed any concerns that may be raised. This in turn will reduce the likelihood of an application hearing.

You are advised to also make any relevant Parish or Town Council aware of your application

Step Six

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 this pack.
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 correctly served for a period of 28 days.• A Blue Notice template for your relevant area may be found on our website www.northnorthants.gov.uk

Step Seven

Please post the original version of your completed application and 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 club premises certificate application form. <input type="checkbox"/> The premises plan <input type="checkbox"/> Your Club rules <input type="checkbox"/> The declaration form <input type="checkbox"/> Your fee if paying by cheque.

DON'T FORGET TO SEND A COPY YOUR APPLICATION TO ALL OF THE RELEVANT RESPONSIBLE AUTHORITIES. FAILURE TO DO SO WILL DELAY YOUR APPLICATION WHICH WILL BE DEEMED INCOMPLETE.

If you require any further information regarding a Club Premises Certificate application please contact the Licensing Administration Team. Our full contact details are at the **top** of this application pack.

FEES:

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

LICENSING ACT 2003 – FEE SCHEDULE

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 used, 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 on: 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 (2) 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. Square,
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 Services
Fire Service Headquarters, Moulton Way, Northampton NN3 6XJ
Tel: 01604 797000 | Email: 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 for a Club Premises Certificate (Section 71)

Notice is hereby given that <enter NAME / COMPANY> has applied to NORTH NORTHAMPTONSHIRE COUNCIL for the grant of a Club Premises Certificate in respect of <enter NAME OF PREMISES, ADDRESS OF PREMISES>, and intends to carry out 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 licence application may be inspected at the Licensing Authority at North Northamptonshire Council, Thrapston Offices, Cedar Drive, Thrapston NN14 4ILZ, 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 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 is not exceeding £5,000.

<NAME OF INDIVIDUAL / SOLICITOR OR AGENT>

ADDITIONAL GUIDANCE BEFORE COMPLETING THE APPLICATION FORM

Non – Domestic Rateable Value. If you are unsure of this figure, contact your local authority, who should be able to help you. It is the actual value which is required, not the value of your payments..

Part B2 - Operating Schedule

- **Start Date.** The club certificate will be dated from the end of the 28 day consultation period. If you do not wish the club certificate to commence on this date, you must give a **later** start date.
- **Describe the club.** 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 its consumption, you must include a description of where the place is, and its proximity to the premises.

Provision of regulated entertainment. Please tick all categories you wish to apply for, 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 steps you may be taking to promote all four objectives together. It is imperative that boxes a – e are completed, failure to do so will result in your application being delayed.

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 carried on, 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.



Application for 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 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		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)			

Non-domestic rateable value of premises	£
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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?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

General description of 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 conduct on the club premises?

Provision of regulated entertainment

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 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 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

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"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
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"/>
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 exhibition of film</u> (please read guidance note 4)		
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 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			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Tue			
Wed			
Thur			<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)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read			<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"/>
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 boxing or wrestling entertainment</u> (please read guidance note 4)		
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 5)		
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					
Wed			<u>State any seasonal variations for the performance of live music</u> (please 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 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"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Thur			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
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"/>
				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					
Thur					
Fri					
Sat					
Sun					
			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
			<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)		

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 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 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					
Fri			<u>State any seasonal variations for this entertainment</u> (please read guidance note 4)		
Sat					
Sun					
			<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)		

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

K

Please highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the club 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,e) (please read guidance note9)

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 enclosed the plan of the premises.
- I have sent copies of this application and 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 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		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, 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 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, 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.
- 11) This is the address which we will use to correspond with the club about this application.



Declaration for a club premises certificate to be granted under the LA 2003 and application for a club premises certificate

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING DECLARATION

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.

Club Premises details

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

CLUB DECLARATION AS TO QUALIFYING CLUB STATUS

.....
(Insert name of club)

club makes the following declarations

- 1) Where the club to which this application relates is:
a registered society within the meaning of the Industrial and Provident Societies Act 1965, a registered society within the meaning of the Friendly Societies Act 1974 or a registered friendly society within the meaning of the Friendly Societies Act,

the club declares that the club satisfies:

Please tick Yes

Condition 1 in section 62(2) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 2 in section 62(3) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 4 in section 62(5) of the Licensing Act 2003

Does the club wish to supply alcohol to members and guests?

If yes the club declares that -

The purchase of alcohol for the club and the supply of alcohol by the club is under the control of the members or of a committee appointed by the members

Please give relevant club rule number(s), if any

2) Where the club to which this application relates is:
an association organised for the social well-being and recreation of persons employed in or about coal
mines, the club declares that the club satisfies:

Please tick Yes

Condition 1 in section 62(2) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 2 in section 62(3) of the Licensing Act 2003

Please give relevant club rule number(s)

Does the club wish to supply alcohol to members and guests?

If yes the club declares that it satisfies -

First condition in section 66(4) of the Licensing Act 2003

Please give relevant club rule number(s), if any

Second condition in section 66(5) of the Licensing Act 2003

Please give relevant club rule number(s), if any

3) Where the club to which this application relates does not fall into the categories in 1 or 2 above, the club declares that the club satisfies:

Please tick Yes

Condition 1 in section 62(2) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 2 in section 62(3) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 3 in section 62(4) of the Licensing Act 2003

The club's arrangements for restricting the club's freedom of purchase of alcohol are:

(a) contained in club rule number(s),

(b) or, as follows

(please provide a short description)

The club's provisions by which money or property of the club or any gain arising from the carrying on of the club is or may be applied for charitable benevolent or political purposes are:

(a) contained in club rule number(s),

(b) or, as follows

(please provide a short description)

The arrangements for giving members information about the finances of the club are:

(a) contained in club rule number(s),

or, as follows

(please provide a short description)

Please describe details of the books of account and other records kept to ensure the accuracy of the information about finances given to members of the club or give the relevant rule number(s)

Please tick Yes

Condition 4 in section 62(5) of the Licensing Act 2003

Condition 5 in section 62(6) of the Licensing Act 2003

The club proposes to supply alcohol to members and guests

and declares that the club satisfies:

additional condition 1 in section 64(2) of the Licensing Act 2003

Please give relevant club rule number(s), if any

additional condition 2 in section 64(3) of the Licensing Act 2003

Please give relevant rule number(s), if any

additional condition 3 in section 64(4) of the Licensing Act 2003

Please give relevant club rule number(s), if any

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.

I, _____,

make this declaration on behalf of the club and have authority to bind the club

Signature

Date

Capacity

As a public body, we are under a duty to protect the public funds that we administer, and to this end may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.