

[insert name and address of relevant licensing authority and its reference number, option]

(Part A) Application for an existing club certificate to be converted to a club premises certificate under the Licensing Act 2003 and (Part B) application to vary the club premises certificate simultaneously

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form.
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.
You may wish to keep a copy of the completed form for your records.

We apply to convert an existing club certificate to a club premises certificate under Schedule 8 to the Licensing Act 2003 for the club premises described in Part A1 below
[insert name of club]

Part A1 – Premises Details

Postal address of club premises or, if none, ordnance survey map reference or description	
Post town	Post code

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

Telephone number of premises (if any)

Non-domestic rateable value of club premises

£

Part A2 – Club Operating Schedule

Where 5,000 or more people attend the club premises at the same time, please state the number

General description of club premises (please read guidance note 1)

Please tick Y Yes

What existing qualifying club activities are authorised by your existing club certificate(s)?

Provision of entertainment

- a) plays
- b) films
- c) indoor sporting events
- d) boxing or wrestling entertainment
- e) live music
- f) recorded music
- g) a performance of dance
- h) anything of a similar description to that falling within (e), (f) or (g)

Provision of entertainment facilities for:

- i) making music
- j) dancing
- k) entertainment of a similar description to that falling within (i) or (j)

Supply of alcohol for members and guests

- a) for consumption on the premises
- b) for consumption off the premises

State any limitations on the hours during which you are permitted by your certificate(s) or any additional authorisations to conduct club qualifying activities, including the supply of alcohol.

Describe the conditions subject to which your existing certificate(s) has/have been granted (please read guidance note 2):

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

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

Part B2 – Club Operating Schedule

Please complete those parts of the club operating schedule which would be subject to change if this application to vary were successful.

What club qualifying activities do you now intend to conduct on the club premises and/or at what varied times do you intend to conduct them ?

(please see section 1 of the Licensing Act 2003 and Schedule 1 to the Licensing Act 2003)

Please tick Y yes

Provision of regulated entertainment

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

Provision of entertainment facilities:

- | | | |
|----|---|--------------------------|
| i) | making music (if ticking yes, fill in box I) | <input type="checkbox"/> |
| j) | dancing (if ticking yes, fill in box J) | <input type="checkbox"/> |
| k) | entertainment of a similar description to that falling within (i) or (j)
(if ticking yes, fill in box K) | <input type="checkbox"/> |

Supply of alcohol (if ticking yes, fill in box L)

- | | | |
|----|---|--------------------------|
| a) | the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club | <input type="checkbox"/> |
| b) | 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 | <input type="checkbox"/> |

IN ALL CASES PLEASE COMPLETE BOXES M, N AND O

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick [Y] (please read guidance note 7)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance note 8)		
Tue					
Wed					
Thur			State any seasonal variations for performing plays (please read guidance note 9)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 10)		
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick [Y] (please read guidance note 7)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance note 8)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 9)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 10)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 8)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 9)
Wed			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 10)
Thur			
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or out doors or both – please tick [Y] (please read guidance note 7)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Both		Please give further details here (please read guidance note 8)
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 9)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 10)		
Sat					
Sun					

E

Live music Standard timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick [Y](please read guidance note 7)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 8)	Both	
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 9)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 10)		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick [Y] (please read guidance note 7)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 8)	Both	
Tue					
Wed			State any seasonal variations for playing recorded music (please read guidance note 9)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 10)		
Sat					
Sun					

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick [Y] (please read guidance note 7)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 8)	Both	
Tue					
Wed					
Thur			State any seasonal variations for the performance of dance (please read guidance note 9)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 10)		
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick [Y] (please read guidance note 7).	Indoors	
Mon				Please give further details here (please read guidance note 8)	Outdoors
Tue					
Wed					
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 9)	Both	
Fri					
Sat			Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 10)		
Sun					

Provision of facilities for making music Standard days and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing		
			Will the facilities for making music be indoors or outdoors or both – please tick [Y] (please read guidance note 7)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 8)		
Tue					
Wed			State any seasonal variations for the provision of facilities for making music (please read guidance note 9)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list (please read guidance note 10)		
Sat					
Sun					

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick [Y] (see guidance note 7)		
			Indoors		
			Outdoors		
			Both		
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 8)		
Tue					
Wed			State any seasonal variations for providing dancing facilities (please read guidance note 9)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 10)		
Sat					
Sun					

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 you will be providing</u>	
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both – please tick [Y] (please read guidance note 7)	Indoors
				Outdoors
Mon				Both
Tue			<u>Please give further details here (please read guidance note 8)</u>	
Wed				
Thur				
Fri			State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within I or J (please read guidance note 9)	
Sat				
Sun			Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list (please read guidance note 10)	

L

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption - please tick [Y] box (Please read guidance note 11)	On the premises
				Off the premises
				Both
Day	Start	Finish	State any proposed seasonal variations for the supply of alcohol (please read guidance note 9)	
Mon				
Tue				
Wed				
Thur				
Fri				
Sat				
			Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 10)	

Sun			
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M

Please highlight any adult entertainment or services, activities, 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 12)

N

Please identify any of the conditions, terms or restrictions currently imposed on the converted certificate which the club believes could be removed as a consequence of the proposed variation it is seeking

O Please describe any additional steps that you intend to take in order to promote the four licensing objectives if the proposed variation is granted:

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 13)

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

- I have sent copies of this application to vary to responsible authorities and others where applicable
- I understand that I must now advertise my application to vary
- I understand that if I do not comply with the above requirements my application to vary will be rejected

Part B3 – Signatures (please read guidance note 4)

Signature for and on behalf of (See guidance note 15)
 [insert name of club]

Signature

Date.....

Capacity

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 16)	
Post town	Post code

Notes for Guidance

PART A

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 is and its proximity to the premises.
2. Where the conditions to which your existing certificate(s) is granted do not relate solely to any one of the four licensing objectives, please describe such conditions in the general box.
3. The law requires you to send a mandatory copy of this application to the chief officer of police for that area at the same time as sending to the local licensing authority.
4. The application form must be signed.
5. A club's agent (for example solicitor) may sign the form on its behalf provided that they have actual authority to do so.

PART B

This application cannot be used to vary the club premises certificate to vary substantially the premises to which it relates. If you wish to make that type of change to the club premises certificate you should make a new club premises certificate application under the Licensing Act 2003.

6. Please give timings in 24 hour clock.
7. Where taking place in a building or other structure, please tick as appropriate. Indoors may include a tent.
8. 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.
9. For example (but not exclusively), where the activity will occur on additional days during the summer months
10. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
11. 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 away from the premises please tick off. If you wish people to be able to do both please tick both.

12. 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, the presence of gambling machines.
13. Please list here steps you will take to promote all four licensing objectives together.
14. The application form must be signed.
15. A club's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
16. This is the address which we shall use to correspond with you about this application.