

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

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.

..... **apply for a club premises**
(Insert name of club)

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 12 of the Licensing Act 2003

Part 1 – Club premises details

Postal address of premises or, if none, ordnance survey map reference, or description	
Post town	Post code
Telephone number (if any)	
Email address (optional)	

Name of person performing duties of a secretary to the club	
Address of person performing duties of a secretary to the club	
Post Town	Post Code
Daytime contact telephone number (if any)	
Email address (optional)	

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

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 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)

Provision of entertainment facilities for:

- 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 M)

In all cases 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 [✓] (please read guidance note 2).	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4)		
Thu					
Fri			Non standard timings. Where the club intends to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
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 [✓] (please read guidance note 2).	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thu					
Fri			Non standard timings. Where the club intends 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 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details here (please read guidance note 3)	
Day	Start	Finish		
Mon				
Tue				State any seasonal variations for indoor sporting events (please read guidance note 4)
Wed				
Thu				Non standard timings. Where the club intends to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)
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 outdoors or both – please tick [✓] (please read guidance note 2).	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thu			Non standard timings. Where the club intends 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 5)		
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick [✓] (please read guidance note 2).	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 4)		
Thu					
Fri			Non standard timings. Where the club intends to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

F

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

G

Performances 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 [✓] (please read guidance note 2).	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for performance of dance (please read guidance note 4)		
Thu					
Fri			Non standard timings. Where the club intends to use the premises for the performance of dance at different times to those listed in the column on the left, please list (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)			Please give a description of the type of entertainment the club will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick [✓] (please read guidance note 2).	Indoors	
				Outdoors	
			Both		
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Thu					
Fri			Non standard timings. Where the club intends to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

I

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

J

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 [✓] (please read guidance note 2).	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give a description of the facilities for dancing the club will be providing</u>		
Mon					
Tue			<u>Please give further details here (read guidance note 3)</u>		
Wed			<u>State any seasonal variations for the provision of dancing facilities (please read guidance note 4)</u>		
Thu					
Fri			<u>Non standard timings. Where the club intends to use the premises for provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)</u>		
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 the club will be providing</u>		
Day	Start	Finish	Will the entertainment be indoors or outdoors or both – please tick [✓] (please read guidance note 2).	Indoors	
Mon				Outdoors	
				Both	
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thu			<u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within I or J</u> (please read guidance note 4)		
Fri					
Sat			<u>Non standard timings. Where the club intends to use the premises for 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</u> (please read guidance note 5)		
Sun					

L

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – please tick [✓] (please read guidance note 7).	On the premises	
				Off the premises	
				Both	
Day	Start	Finish	<u>State any seasonal variations</u> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thu					
Fri			<u>Non standard timings. Where the club intends to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

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 for the supply of alcohol</u> (please read guidance note 4)
Day	Start	Finish	
Mon			<u>Non standard timings. Where you intend to use the premises to be open to the members and guests at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			

N

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 8)

O

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 enclosed a plan of the premises
- I have sent copies of this application and the plan to the responsible authorities

- I have completed and enclosed the club declaration and 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 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 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 email address (optional)	

Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. 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 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, if the club wishes members and their guests to be able to purchase alcohol to consume away from the premises please tick off. If the club wishes members and their guests 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, the presence of gambling machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. This is the address which we will use to correspond with the club about this application.

 Data Protection	The information you supply will be used by Licensing to assess and administer your application for a club premises certificate. It may be shared with other Divisions of the Council and external organisations including the Police for this purpose. Your name and address will be included on a Register of Applications available for public inspection and published on Solihull MBC's website. Your information may also be shared with other council services and partner organisations to ensure your records are kept accurate and help us to identify services you may be entitled to or interested in. For further details of how we may use your information contact Licensing on tel: 0121 704 6830
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