



## **Guidance – Applying to Vary a Club Premises Certificate**

### **When to use the form**

This guidance relates to application forms to vary a club premises certificate under the Licensing Act 2003 (“the Act”).

Broadly speaking, a club premises certificate can authorise the following activities:

- the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club,
- the sale by retail of alcohol by or on behalf of a club to a guest or a member of the club for consumption on the premises where the sale took place,
- the provision of regulated entertainment,
- the provision of entertainment facilities for –
  - o making music,
  - o dancing,
  - o entertainment of a similar description to making music or dancing.

Further information about what activities are licensable is given later in this guidance.

Applications to vary a club premises certificate must be made to the licensing authority that granted the certificate within whose area your premises is situated. Application forms can be obtained from the Home Office website, or on request from Manchester City Council's Licensing Business Unit, and are also available on our website.

### **NEED MORE HELP?**

This Guidance is intended to help clubs complete the application form. Further information can be found on the Home Office website. The Licensing Business Unit can help you with any queries or give advice on how to complete the application. You may also wish to consider other sources of advice such as a relevant trade body, or by engaging professional assistance, such as legal advice.

### **Premises Licensing Contact Details:**

Tel. No: 0161 234 5004 (call centre)

Fax No: 0161 274 7249

Email: [premises.licensing@manchester.gov.uk](mailto:premises.licensing@manchester.gov.uk)

Website: [www.manchester.gov.uk/licensing](http://www.manchester.gov.uk/licensing)

Home Office: <http://www.homeoffice.gov.uk/drugs/alcohol/>

## COMPLETING THE FORM

In the opening statement, you should insert the name of the club that is applying to vary the certificate. **NB: club premises certificates are held in the name of the club and only the club can make an application to vary that certificate.**

The fee is based on the non-domestic rateable value (NDRV) of the premises. This is not the same as the actual business rates that you pay, but is a value determined by the Valuation Office, which helps determine business rates. The NDRV, rather than your business rates bill, will determine the fee level to be paid with the application.

The NDRV of any premises can be checked on the Valuation Office Agency (VOA) website [www.2010.voa.gov.uk/rli/](http://www.2010.voa.gov.uk/rli/) or by telephoning 03000 501501. NDRV is revalued every 5 years. The latest valuation came into force on 1 April 2010. Premises that do not have a non-domestic rateable value are treated as falling into Band A for licensing fee purposes.

Standard fee rates are as in the table below:

Band	A	B	C	D	E
Non domestic rateable value:	None to £4,300	£4,301 to £33,000	£33,001 to £87,000	£87,001 to £125,000	£125,001 plus
Club premises certificates					
New application or variation:	£100	£190	£315	£450	£635
Annual charge:	£70	£180	£295	£320	£350

### **PART 1 – Club Premises Details**

This section asks for the address and some other details of the club premises. If the premises has no postal address, you should describe the location of the premises or give the Ordnance Survey map reference.

You must also state the name and home address of the person performing the duties of secretary to the club, along with any other available contact details such as a telephone number or email address.

### **Part 2 – Applicant details**

Please complete the contact details of the applicant (i.e. the club)

### **Part 3 – Variation**

You should state whether you want the variation to take effect as soon as possible or from a specific date.

## Description of the proposed variation

You are asked to briefly describe the nature of the proposed variation. For example you may want to change the hours you are currently permitted to carry out licensable activities, or change the opening hours at the premises. You may also want to add or remove licensable activities or remove conditions currently on the certificate.

### 5,000 or more people attending

It is not necessary to complete this box if you think that less than 5,000 people will attend the club premises at any one time. The figure relates to the maximum number of people on the club premises, including employees, at any one time – not the total number over a period of time. It is important to note that the attendance figure relates to the ‘licensed club premises’ (i.e. the licensed area of the club identified in the plan of the premises) and not areas that are outside the ‘licensed club premises’. If you decide that the number will not exceed 5,000, you will be responsible for ensuring that the numbers at any one time do not exceed this figure.

## Part 4 – Club Operating Schedule

### Licensable activities

You should indicate which licensable activities would be subject to change by ticking the appropriate boxes. In considering what to put in this section, you should think about all the activities you may want to conduct at the premises in the future and consider whether any are licensable activities under the Act and whether they are already included on your certificate and, if they are included, whether you want to change the current licensable hours. After this, you should complete the corresponding boxes from A to L that relate to those activities. Only complete the boxes that relate to the activities you have ticked.

You should give timings using the 24-hour clock and only give details for days of the week when you intend the premises to be used for the licensable activities in question. The space marked ‘state any seasonal variations’, gives you the opportunity to include, for example, longer hours or additional days during the summer. The space marked ‘non standard timings’, gives you the opportunity to record occasions when the timings will change. For example, you may wish the activity to go on longer on Christmas Eve or weekends preceding bank holidays.

Under ‘non standard timings’ can I say that I will open late to cover Rugby World Cups, Australian Rules Football, or sporting events overseas that are broadcast late at night or early morning in the UK?
You can include whatever licensable activities you like, but should think about how these might be viewed by responsible authorities or interested parties. It might be worth talking to your licensing authority and the relevant responsible authorities first to see what conditions, if any, you might offer to reassure any concerns.

Except in box C (indoor sport) you are asked to indicate whether the activity is taking place indoors, outdoors or both. Indoors may include a tent.

In the space marked ‘Please give further details here’, 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.

## **BOXES A – K (Provision of regulated entertainment)**

*You should refer to section 1 of and Schedule 1 to the Act or contact the Licensing Business Unit for full details of the definitions of regulated entertainment.*

### **BOX A: Plays**

A performance of any dramatic piece, (including rehearsal), whether involving improvisation or not, which is given wholly or in part by one or more persons present and performing in which the whole or a major proportion of what is done by the person(s) performing, whether by way of speech, singing or action, involves the playing of a role.

### **BOX B: Films**

Any exhibition of moving pictures except where its sole or main purpose is to demonstrate a product, advertise goods or services or provide information, education or instruction, or if it consists or forms part of an exhibit put on show for any purposes of a museum or art gallery. The use of television or radio receivers is not licensable, except for the showing of pre-recorded programmes.

### **BOX C: Indoor sporting event**

A sporting event is defined in the Act as any contest, exhibition or display of any sport in which physical skill is the predominant factor, and any form of physical recreation which is also engaged in for purposes of competition or display which takes place wholly inside a building, and at which the spectators are accommodated inside that building. This includes any roofed structure and could be a vehicle, vessel or moveable structure.

A venue with a roof that opens and closes is regarded under the Act as being an outdoor event and sporting activities in such venues are not licensable under the Act. But note that other activities at such venues (such as the sale of alcohol or live music) are licensable.

### **BOX D: Boxing or wrestling entertainment**

Unlike other sports, boxing and wrestling is licensable whether held indoors or outdoors.

### **BOX E: Live music**

If the club is authorised to be used for the supply of alcohol for consumption on the premises and any performance takes place in front of an audience of no more than 200 people, then you do not need authorisation to play amplified live music between 8.00am and 11.00pm.

Authorisation for amplified live music between 11.00pm and 8.00am is required, regardless of the size of the audience. Also, authorisation is required at all times where the audience is more than 200 persons.

Likewise, authorisation is not required to play unamplified live music between 8.00am and 11.00pm, but is required between 11.00pm and 8.00am at all venues, regardless of the size of the audience.

Authorisation is not required for the performance of live music if the performance is incidental to some other activity that is not in itself regulated entertainment.

### **BOX F: Recorded music**

Your licence does not have to cover the playing of recorded music if it is incidental to some other activity which is not itself regulated entertainment, as this would be exempt. For example, background music in a supermarket is likely to be considered to be incidental. If you have a jukebox or a disc jockey at your premises you need to consider whether, in your particular case, this is incidental music or whether it is a licensable activity. If in doubt, discuss this with your licensing authority.

**BOX G: Performances of dance**

Morris dancing or any dancing of a similar nature is not licensable, nor is the playing of live or recorded music that forms an integral part of such dancing.

**BOX H: Entertainment of a similar description to that falling within (e) live music, (f) recorded music or (g) performance of dance****BOX I: (the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club, or the sale by retail of alcohol by or on behalf of a club to a guest or a member of the club for consumption on the premises where the sale took place)**

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'.

**BOX J: Hours club premises are open to the members and guests.**

While this may include times where no licensable activities take place, it is important for responsible authorities, interested parties and the licensing authority to know how long your premises is open in addition to the times where licensable activities will take place. For example, it might be necessary and proportionate to ensure that licensable activities finish in good time before the premises closes to allow orderly departure.

You should indicate whether any of the 'seasonal variations' to and 'non standard timings' for licensable activities, would affect the hours the premises are open, in the spaces provided. You may also wish to consider whether there will be any seasonal variations or non-standard timings when the premises will be open at different times for non-licensable activities - for example, opening early to provide breakfasts during the Summer holidays.

**BOX K**

This asks you to 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. You do not need to give details here of AWP machines. You do not complete this section if it does not apply to your premises, but rather than leave blank, it would be better to write 'none' or 'N/A' to be clear that you have considered this, rather than simply forgotten to complete the box.

**BOX L**

If you believe there are conditions on the certificate that could be removed as part of the variation, please give details here. It would be useful if you could give the numbers of the conditions as stated on the certificate along with a brief summary so the Licensing Business Unit and the other responsible authorities can easily identify which conditions you are referring to.

**Current Club Premises Certificate**

You must include the current certificate with your application or give a reason why the certificate is not included.

**M – Steps to promote the licensing objectives**

You are asked to describe any additional steps you intend to take to promote the four licensing objectives:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

Don't forget that you should already be abiding by relevant legislation in other areas. Your starting point should be compliance with these requirements. If you feel there is nothing more you need to do, then you might wish to write 'N/A' or something like 'nothing beyond existing Health and Safety/Fire Safety etc requirements'.

This shows you have considered the objectives and come to a decision that you have nothing additional to do and not that you have forgotten to write anything in this section. Of course, if a responsible authority for one of the licensing objectives considers that you need to do more, they will be able to make representations. If you have concerns, you may find it useful to talk to the relevant responsible authority before completing the form. Information on responsible authorities in Manchester is on page 6.

If you do intend to take additional measures, you should consider carefully what to include. Anything you put down here is likely to become a condition of your certificate. Failure to meet those conditions would constitute an offence under the Act. You should therefore think carefully about adding conditions to ensure that they are achievable, realistic, necessary, appropriate, proportionate and within your control. Base your response on a proper, common sense consideration of the risks and what you can realistically do to mitigate them.

Examples of possible conditions in relation to the four licensing objectives are included in the Guidance which the Secretary of State has issued to licensing authorities and is available from the Home Office website. These are simply given as a pool of potential conditions that might be helpful for people to consider. They are not model conditions and in no way should be seen as standard conditions that should be applied to everyone.

In the 'General Box', list the steps you will take to promote all four licensing objectives together, for example, employing additional staff.

### **Checklist and declaration**

By ticking this list, you are making a declaration that you have carried out the listed actions. If you tick the boxes and do not carry out these actions, you may be making a false statement in relation to the application, which is an offence, which on conviction may make you liable to a fine of up to £5,000. You should check that you have included all the required documentation.

### **Responsible authorities**

You are required to give a copy of the application, including the accompanying documentation, to the "responsible authorities" on the same day as the application is given to the Licensing Business Unit. Responsible authorities are the public bodies that are entitled to make representations to the licensing authority in relation to an application. Any representations must be about the likely effect of granting the application on the promotion of the licensing objectives. The responsible authorities for Manchester are as follows:

## Responsible Authorities

### Greater Manchester Police

Central Licensing		<a href="http://www.gmp.police.uk">www.gmp.police.uk</a>
Partnership Office		<a href="mailto:centrallicensing@gmp.police.uk">centrallicensing@gmp.police.uk</a>
Room 104		0161 856 3363
1st Floor		
Bootle Street Police Station		
Bootle Street		
Manchester		
M2 5GU		

### Greater Manchester Fire Authority

#### North Manchester:

If the premises have a postcode within the ranges M1-M4, M8-M9, M11-M13, M18, M25.

The Fire Safety Manager		<a href="http://www.manchesterfire.gov.uk/authority/">www.manchesterfire.gov.uk/authority/</a>
Greater Manchester Fire & Rescue Service		n/a
Manchester Central Fire Station		0161 608 5310
Thompson Street		
Manchester		
M4 5FP		

#### South Manchester:

If the premises has a postcode within the ranges M14-M16, M19-M23, M40, M90.

The Fire Safety Manager		<a href="http://www.manchesterfire.gov.uk/authority/">www.manchesterfire.gov.uk/authority/</a>
Greater Manchester Fire & Rescue Service		n/a
Withington Central Fire Station		0161 908 5410
Wilmslow Road		
Withington		
Manchester		
M20 4AW		

### Health and Safety

#### Local Authority premises, Hospital premises and some University premises

Health and Safety Executive		n/a
Grove House		n/a
Skerton Road		0161 952 8200
Manchester		
M16 0RB		

#### All other premises

Environmental Health		<a href="http://www.manchester.gov.uk/envhealth/">www.manchester.gov.uk/envhealth/</a>
(Premises Licences)		<a href="mailto:EnvH.Licensing@manchester.gov.uk">EnvH.Licensing@manchester.gov.uk</a>
1 Hammerstone Road		0161 234 4854
Gorton		
Manchester		
M18 8EQ		

<b>Environmental Health</b>		
Environmental Health (Premises Licences) 1 Hammerstone Road Gorton Manchester M18 8EQ	  	<a href="http://www.manchester.gov.uk/envhealth/">www.manchester.gov.uk/envhealth/</a> <a href="mailto:EnvH.Licensing@manchester.gov.uk">EnvH.Licensing@manchester.gov.uk</a> 0161 234 4854
<b>Planning</b>		
Manchester Local Planning Authority (Premises Licences) PO Box 463 Town Hall Manchester M60 3NY	  	<a href="http://www.manchester.gov.uk/planning">www.manchester.gov.uk/planning</a> <a href="mailto:planning@manchester.gov.uk">planning@manchester.gov.uk</a> 0161 234 4516
<b>Trading Standards</b>		
Trading Standards Service 1 Hammerstone Road Gorton Manchester M18 8EQ	  	<a href="http://www.tradingstandards.gov.uk/manchester/trading_standards@manchester.gov.uk">www.tradingstandards.gov.uk/manchester/trading_standards@manchester.gov.uk</a> 0161 234 1555
<b>Manchester Safeguarding Children Board</b>		
Manchester Safeguarding Children Board Level 3 One First Street Manchester M15 4FN	  	n/a <a href="mailto:galicensing@manchester.gov.uk">galicensing@manchester.gov.uk</a> 0161 234 3330
<b>Licensing Authority</b>		
Premises Licensing Manchester City Council Level 2 Town Hall Extension Albert Square PO Box 532 M60 2LA	 	<a href="http://www.manchester.gov.uk/licensing">www.manchester.gov.uk/licensing</a> <a href="mailto:premises.licensing@manchester.gov.uk">premises.licensing@manchester.gov.uk</a>
<b>Public Health Authority</b>		
Public Health Manchester PO Box 532 Town Hall Manchester M60 2LA	  	n/a <a href="mailto:dast@manchester.gov.uk">dast@manchester.gov.uk</a> 0161 234 3436

With regard to a vessel, this list also includes the relevant navigation authority, the Environment Agency, British Waterways Board or the Secretary of State.

## **Advertising your application**

Applications must be advertised as set out in the Act and the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005. This includes displaying a notice in a prominent position at or outside the premises, where it can easily be read by passers-by, and an advertisement in a locally circulating newspaper.

The notice displayed at or outside the premises must be of a size equal or larger than A4, of a pale blue colour and printed legibly in black ink or typed in black in a font of a size equal to or larger than 16. For new applications the times for the licensable activities should be shown. The newspaper advertisement should follow the same wording as the blue notice; an example of the notice to use as a template is on page 11.

## **Part 4 – Signatures**

The application form must be signed by someone authorised to do so on behalf of the club. This would normally be an officer of the committee – please state the signatory's capacity (e.g. club chairman or secretary). An applicant's agent (for example a solicitor) may sign the form on their behalf provided that they have actual authority to do so. Where there is more than one applicant, both applicants, or their respective agents, must sign the application form.

Send your completed application form along with the required fee to –

**Premises Licensing  
Manchester City Council  
Level 2 Town Hall Extension  
Albert Square  
PO Box 532  
M60 2LA**

## **SAMPLE BLUE NOTICE FOR DISPLAY AT OR OUTSIDE THE PREMISES**

As per the guidance on page 9, on page 11 you will find a template of the desired wording for use in the blue notice you must display at the premises to advertise your application.

Copy the document overleaf onto pale blue paper and complete the details required:

- The name of the club that is applying to vary the certificate
- Address of the premises
- A brief description of the proposed variation
- The final date for representations – this is 28 days starting the day **after** the application is accepted by the Licensing Business Unit.

Once printed onto blue paper and the required details completed, print and display the notice:

- prominently at or on the premises to which the application relates **where it can conveniently be read from the exterior of the premises**, and;
- in the case of a premises covering an area of more than 50 metres square, a further notice every fifty metres along the external perimeter of the premises abutting any highway.

The notice must be on display for 24 hours a day so if you have steel shutters over the windows at night you must make sure there is a notice on the outside of the shutters.

**Please note that this is a sample only. Do not return this document to the Licensing Business Unit, as it is not part of your application form.**

## Notice of Application to Vary a Club Premises Certificate LICENSING ACT 2003

<b>Name of Applicant:</b>	
<b>Address of Premises:</b>	
<b><u>Proposed Variation:</u></b>	
<b>Representations shall be made in writing to the below address on or before:</b>	
<b>Premises Licensing Manchester City Council Level 2 Town Hall Extension Albert Square PO Box 532 M60 2LA</b>	

The Licensing Register and Record of application are available for inspection at the above office by appointment only. For further details visit [www.manchester.gov.uk/licensing](http://www.manchester.gov.uk/licensing) or e-mail [premises.licensing@manchester.govu.uk](mailto:premises.licensing@manchester.govu.uk).

It is an offence to knowingly or recklessly make a false statement in connection with an application under the Licensing Act 2003. The offence is subject to a maximum fine of £5000 on summary conviction.



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

**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING APPLICATION**

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

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*(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**

<b>Club premises certificate number</b>
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**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 when do you want the variation to take effect from?

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

**Please describe briefly the nature of the proposed variation** (Please see guidance note 1)

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 tick as appropriate**
- 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

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

## B

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

# C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details here</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			<u>Non-standard timings. Where the club intends to use the premises for indoor sporting events at different times from those listed in the column on the left, please list</u> (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			

**D**

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

# E

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

# F

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

# G

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

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> 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	<b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b>Please give further details here</b> (please read guidance note 3)		
Wed					
Thur			<b>State any seasonal variations for this entertainment</b> (please read guidance note 4)		
Fri					
Sat			<b>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</b> (please read guidance note 5)		
Sun					



**J**

<b>Hours club premises are open to the members and guests</b> Standard days and timings (please read guidance note 6)			<b><u>State any seasonal variations</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<b><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></b> (please read guidance note 5)
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 8).

**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 9)**

**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, 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 5 – Signatures **(please read guidance note 10)**

I .....  
(Insert full name)  
**make this application on behalf of the club and have authority to bind the club**

Signature	
Date	
Capacity	

Address for correspondence associated with this application (please read guidance note 11)			
Post town		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. Describe the premises, For example the type of premises it is, its general situation and layout and any other information which would be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for people to consume these off-supplies, please include a description of where this will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (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 go on for an extra hour during summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00).
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 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.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed by someone with the authority to bind the club.
11. This is the address which we will use to correspond with the club about this application.