

Club Premises Certificate Application Pack

(new application)

This application pack is intended for clubs who want to supply alcohol and hold regulated entertainment.

Introduction

A Club Premises Certificate is a single certificate combining permissions for the sale and supply of alcohol by retail and the provision of regulated entertainment by 'qualifying clubs'.

A Club Premises Certificate last indefinitely unless surrendered, suspended, revoked or declared forfeited by the courts, or where the applicant requests that the licence expires on a certain date.

This pack includes an application form and an explanation of the application procedure. If you have any specific questions, please **contact us**:

Adult and Neighbourhood Services

Licensing Services
Hanley Town Hall
Albion Street
Hanley
Stoke-on-Trent
ST1 1XP

telephone 01782 232774
fax 01782 232773
email hcp.licensing@stoke.gov.uk

Minicom for Hearing Impaired People with a Text Phone 01782 232331

Licensing Act 2003

WHAT is a qualifying club?

Under the Act, a club is only a qualifying club if:

- Under the rules of the club, persons may not be admitted to membership, or be admitted, as candidates for membership, to any of the privileges of membership without an interval of at least two days between their nomination for membership and their admission;
- Under the rules of the club, those becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission;
- The club is established and conducted in good faith as a club;
- The club has at least 25 members;
- Alcohol is not supplied to members on the premises otherwise than by or on behalf of the club.

To qualify as a club authorised to supply alcohol to its members and guests, the club must also:

- Have an elected committee of persons all aged over 18 years who manage the purchase and supply of alcohol by and for the club;
- Not make arrangements for any person to receive any commission, percentage or similar payment at the expense of the club with reference to purchases of alcohol by the club;
- Not make arrangements for any person to derive directly or indirectly any monetary benefit from the supply of alcohol to members or guests apart from to benefit the club as a whole or any indirect benefit a person derives by reason of the supply contributing to a general gain for the club as a whole.

Licensing Act 2003

WHAT are the 'qualifying club activities' covered by a Club Premises Certificate?

- the supply of alcohol to club members by or on behalf of the club to, or to the order of, members of the club;
- the sale by retail of alcohol by or on behalf of the club to a guest of a member of the club for consumption on the premises where the sale takes place; and

Regulated entertainment including:

- the performance of a play
- an exhibition of a film
- an indoor sporting event
- a boxing or wrestling entertainment
- the performance of live music*
- any playing of recorded music*
- the performance of dance*
- entertainment of a similar description to that marked *.

HOW do I apply for my certificate?

You must submit these items:

- A completed application form(attached);
- A completed declaration form(attached);
- A copy of your club rules
- A plan of the club in the specified format(see below);
- The application fee (see below)

If your application is incomplete, we will automatically reject it.

WHAT is the specified format for plans?

Unless we agree in writing beforehand to an alternative scale, the plan must be drawn to a standard scale of 1mm to 100mm and show:

- 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.
- The location of points of access to and egress from the premises;
- If different from the sub-paragraph above, the location of escape routes from the premises.
- In a case where the premises is to be used for more than one licensable activity, the area within the premises used for each activity;
- 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;
- 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;
- In a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- In the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- The location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment; and
- The location of a kitchen, if any, on the premises.
- The plan can include a legend to sufficiently illustrate the above by using symbols on the plan

WHAT are the licence fees?

The fees are listed on our website and at the back of this pack.

Licensing Act 2003

WHAT are the addresses of the responsible authorities where I have to send copies of my application and supporting documents?

- **Staffordshire Police (Licence Applications)**, Boothern Road, Stoke, Stoke-on-Trent, ST4 4AH.
- **Staffordshire Fire & Rescue Service (Licence Applications)**
Lower Bethesda Street, Hanley, Stoke-on-Trent, ST1 3RP.
- **Head of Child Protection (Licence Applications)**
380 Chell Heath Road, Chell Heath, Stoke-on-Trent, ST6 6PD.
- **Team Manager – Development Management (Licence Applications)**
Stoke-on-Trent City Council, 3rd Floor, Civic Centre, Glebe Street
Stoke-on-Trent, ST4 1WR.
- **Lead Officer (Trading Standards)**
Public Protection, Hanley Town Hall, Albion Street, Hanley, Stoke-on-Trent, ST1 1XP.
- **Lead Officer (Environmental Health)**
Public Protection, Hanley Town Hall, Albion Street, Hanley, Stoke-on-Trent, ST1 1XP.
- **Directorate of Public Health**, Stoke-on-Trent City Council, Civic Centre, Glebe Street, Stoke-on-Trent, ST4 1HH

And you must also send a copy to the application to the premises' health and safety inspectors, if those inspectors are from Stoke-on-Trent City Council, send a copy to:

- **Lead Officer (Health and Safety)**
Public Protection, Hanley Town Hall, Albion Street, Hanley, Stoke-on-Trent, ST1 1XP.

or if the premises is owned by Stoke-on-Trent City Council or inspected by the HSE.

- **Health and Safety Executive (HSE)**
Lyme Vale Court, Parklands Business Park, Newcastle Road, Trent Vale, Stoke-On-Trent, ST4 6NW.

How do I have to advertise my application?

WITHIN 1 DAY of us receiving your application, a notice has to be displayed on the premises for not less than 28 consecutive days starting on the day after the day you applied, by displaying a notice:

- prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises
- which is of a size equal or larger than A4
- of a pale blue colour
- printed legibly in black ink or typed in black in a font size equal to or larger than 16.

(continued on the next page) 5

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If the premises covers an area of more than fifty metres square, the notice must be repeated every fifty metres along the external perimeter of the premises abutting any highway.

WITHIN 10 DAYS of us receiving your application, a notice must be placed in a local newspaper/newsletter/circular or similar document, circulating in the vicinity of the premises;

ALL NOTICES shall briefly describe the proposed variation and in all cases, shall state:

- the name of the applicant;
- 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;
- the date by which an interested party or responsible authority may make representations to the relevant licensing authority;
- that the application can be viewed by appointment at:
Licensing Services, Hanley Town Hall, Albion Street, Hanley, Stoke-on-Trent, ST1 1XP, Telephone 01782 232774 Fax 01782 232773
Email: hcp.licensing@stoke.gov.uk
- that representations must be made in writing to the above address; and
- 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.

A template notice is published on our website (www.stoke.gov.uk)

WHERE do I apply?

If you are paying by postal orders or a business cheque, send your application to our office:

(Premises Licence Applications)
Adult and Neighbourhood Services
Licensing Services
Hanley Town Hall
Albion Street, Hanley
Stoke-on-Trent, ST1 1XP

If you are paying by cash, personal cheque or credit/debit card, call us on 01782 232774 for an appointment with your personal Business Support Officer.

Licensing Act 2003

WHAT happens after I apply?

Responsible bodies and interested parties can make relevant representations about your application in the 28 days after you apply.

Representations will only be recognised from interested parties if they are not frivolous or vexatious.

If a relevant representation is received:

You will be entitled to a hearing before the licensing authority within 20 working days, starting at the end of 28 days within which representations could be received.

If no representations are received:

Your Club Premises Certificate will be issued.

What can I do if my application is refused?

You have a right to appeal against that decision at court.

Where can I find more information?

- Stoke-on-Trent City Council website
www.stoke.gov.uk
- Department of Culture, Media and Sport website
www.culture.gov.uk



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

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

DD MM YYYY

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

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<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"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Wed					
Thur			<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)		
Fri					
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"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Wed					
Thur			<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)		
Fri					
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	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Wed					
Thur			<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)		
Fri					
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					
			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Thur			<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)		
Fri					
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 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)		

I

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 premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations</u> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			<u>Non-standard timings. Where the club intends to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		

J

Hours club premises are open to the members and guests Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			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 (please read guidance note 5)
Sat			
Sun			

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 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 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.