



**LICENSING ACT 2003**

**APPLICATION TO VARY A CLUB PREMISES  
 CERTIFICATE**

**Before completing this application form, please read the following instructions and the guidance notes at the end of the form.**

If you are completing this form by hand, please use black ink and write legibly in block capitals. In all cases, ensure that your answers are kept inside the boxes. Use additional sheets if necessary. You may wish to keep a copy for your records.

.....club applies to vary a club premises certificate under section 84 of the Licensing Act 2003 for the premises described in Part 1 below (the club premises).

**Club premises certificate number**

**Part 1 – Club Premises details**

<b>Name of club</b>	
<b>Postal address of premises or, if none, ordnance survey map reference description</b>	
<b>Post town</b>	<b>Post code</b>
<b>Telephone number of premises if any</b>	<b>E-mail address (optional)</b>

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

**Part 2 – Applicant details**

Daytime contact telephone number (if any)

E-mail address (optional)

Current postal address if different to premises address

Post town

Post code

**Part 3 – Variation**

Do you want the proposed variation to have effect as soon as possible? Please tick if yes

If not, when do you want it to start? \_\_\_\_\_

If 5000 or more people are expected to attend the premises at any one time, please state number expected \_\_\_\_\_.

Please give a general description of the premises (please read guidance note 1)

#### 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?

Please tick

##### Provision of regulated entertainment

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

##### Provision of entertainment facilities for

- (i) making music (if yes, fill in box I)
- (j) dancing (if yes, fill in box J)
- (k) entertainment of a similar description to that falling within (i) and (j) (if yes, fill in box K)

**Supply of alcohol by or on behalf of a club t, or to the order of, a member of the club**   
(if yes, fill in box M)

**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 L)

**In all cases, complete boxes M, N, O and P**

**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?</b> (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
			<b>State any seasonal variations</b> (please read guidance note 4)		
Tues					
			<b>Non-standard timings. Where you intend to use the premises for the performance of plays at a different time to those listed in the column on the left, please list</b> (please read guidance note 5)		
Wed					
Thurs					
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?</b> (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
			<b>State any seasonal variations</b> (please read guidance note 4)		
Tues					
			<b>Non-standard timings. Where you intend to use the premises for the exhibition of films at a different time to those listed in the column on the left, please list</b> (please read guidance note 5)		
Wed					
Thurs					
Fri					
Sat					
Sun					

**C**

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

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both?</b> (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 3)		
Tues			<b>State any seasonal variations</b> (please read guidance note 4)		
Wed			<b>Non-standard timings. Where you intend to use the premises for boxing or wrestling entertainment at a different time to those listed in the column on the left, please list</b> (please read guidance note 5)		
Thurs					
Fri					
Sat					
Sun					

**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will live music take place indoors or outdoors or both?</b> (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 3)		
Tues			<b>State any seasonal variations</b> (please read guidance note 4)		
Wed			<b>Non-standard timings. Where you intend to use the premises for live music at a different time to those listed in the column on the left, please list</b> (please read guidance note 5)		
Thurs					
Fri					
Sat					
Sun					

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b>Will recorded music take place indoors or outdoors or both?</b> (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 3)		
Tues			<b>State any seasonal variations</b> (please read guidance note 4)		
Wed			<b>Non-standard timings. Where you intend to use the premises for recorded music at a different time to those listed in the column on the left, please list</b> (please read guidance note 5)		
Thurs					
Fri					
Sat					
Sun					

**G**

<b>Performance of dance</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of dance take place indoors or outdoors or both?</b> (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 3)		
Tues			<b>State any seasonal variations</b> (please read guidance note 4)		
Wed			<b>Non-standard timings. Where you intend to use the premises for the performance of dance at a different time to those listed in the column on the left, please list</b> (please read guidance note 5)		
Thurs					
Fri					
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)			<b>Will the entertainment take place indoors or outdoors or both?</b> (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 3) <b>and the type of entertainment you will be providing</b>		
Tues			<b>State any seasonal variations</b> (please read guidance note 4)		
Wed			<b>Non-standard timings. Where you intend to use the premises at a different time to those listed in the column on the left, please list</b> (please read guidance note 5)		
Thurs					
Fri					
Sat					
Sun					

I

Provision of facilities for making music Standard days and timings (please read guidance note 6)			Will the facilities for making music be indoors or outdoors or both? (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish	Both		
Mon			<b>Please give further details here</b> (please read guidance note 3) <b>and a description of the type of facilities you will be provided</b>		
Tues			<b>State any seasonal variations</b> (please read guidance note 4)		
Wed			<b>Non-standard timings. Where you intend to use the premises for the provision of facilities for making music entertainment at a different time to those listed in the column on the left, please list</b> (please read guidance note 5)		
Thurs					
Fri					
Sat					
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 read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish	Both		
Mon			<b>Please give further details here</b> (please read guidance note 3)		
Tues			<b>State any seasonal variations</b> (please read guidance note 4)		
Wed			<b>Non-standard timings. Where you intend to use the premises for the provision of facilities for dancing at a different time to those listed in the column on the left, please list</b> (please read guidance note 5)		
Thurs					
Fri					
Sat					
Sun					

**K**

<b>Provision of facilities for entertainment of a similar description to that falling within I or J</b> Standard days and timings (please read guidance note 6)			<b>Will the facilities be indoors or outdoors or both?</b> (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 3) <b>and a description of the type of entertainment facility you will be providing</b>		
Tues					
Wed			<b>State any seasonal variations</b> (please read guidance note 4)		
Thurs					
Fri			<b>Non-standard timings. Where you intend to use the premises for the provision of facilities at a different time to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat					
Sun					

**L**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the sale of alcohol take place indoors or outdoors or both?</b> (please read guidance note 2)	Indoors	
				Outdoors	
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 3)		
Tues					
Wed			<b>State any seasonal variations</b> (please read guidance note 4)		
Thurs					
Fri			<b>Non-standard timings. Where you intend to use the premises for the supply of alcohol at a different time to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat					
Sun					

**M**

<b>Hours club premises is open to members and guests</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tues			
Wed			
Thurs			
Fri			<b>Non-standard timings. Where you intend to use the premises for the supply of alcohol at a different time to those listed in the column on the left, please list</b> (please read guidance note 5)
Sat			
Sun			

**N**

**Please highlight any adult entertainment or services, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children**  
 (please see guidance note 8)

**O**

**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**

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 the boxes above, please fill in reasons for not including the certificate or part of it below**

**P**

**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**

- I have made or enclosed payment of the fee
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- 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 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 13)

**Post town and post code**

**Telephone number (if any)**

**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 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 people to be able to purchase alcohol to consume away from the premises, please tick off. 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, films for restricted age groups, the presence of gaming 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 shall use to correspond with the club about this application.