#### STATUTORY INSTRUMENTS

#### 2005 No. 42

### LICENCES AND LICENSING

# The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005

Made - - - - 12th January 2005
Laid before Parliament 13th January 2005
Coming into force - - 7th February 2005

The Secretary of State, in exercise of the powers conferred upon her by sections 13(4)(i), 17(3)(b), 17(4)(h), 17(5)(a)(i), 17(5)(a)(ii), 17(5)(b), 17(5)(c), 24(1), 29(6), 30(2), 34(5), 37(3)(a), 47(2)(a), 51(3), 54, 69(4), 71(4)(b), 71(5), 71(6), 78(1), 84(4), 87(3), 91, 167(4), 178(1)(b) and 197 of the Licensing Act 2003(1), hereby makes the following Regulations:

#### Citation and commencement

**1.** These Regulations may be cited as the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005 and shall come into force on 7th February 2005.

#### Interpretation

- 2.—(1) In these Regulations, unless the context requires otherwise—
  - "the Act" means the Licensing Act 2003;
  - "alternative scale plan" means a plan in a scale other than the standard scale;
  - "application" means an application made to a relevant licensing authority under Part 3 or Part 4 of the Act as the case may require and a reference to applications shall be construed accordingly;
  - "club" means a qualifying club within the meaning of section 61 of the Act;
  - "fire and other safety equipment" includes fire extinguishers, fire doors, fire alarms, marine safety equipment, marine evacuation equipment and other similar equipment;
  - "legible in all material respects" means that the information contained in the application, notice or representations is available to the recipient to no lesser extent than it would be if given by means of a document in written form;

"notice" means a notice given to a relevant licensing authority under Part 3 or Part 4 of the Act as the case may require and a reference to notices shall be construed accordingly;

"prescribed fee" in relation to an application or notice, shall be the fee for such application or notice calculated in accordance with regulations made by the Secretary of State under Part 3 and Part 4 of the Act or in accordance with an order made by the Secretary of State under Schedule 8 to the Act;

"relevant licensing authority" shall be construed in accordance with section 12, 68 or 171 of, or paragraph 1 or 13 of Schedule 8 to, the Act, as the case requires;

"representations" means representations made to a relevant licensing authority under Part 3, Part 4 or Part 8 of the Act as the case may require made by an interested party or a responsible authority in relation to an application or a review;

"review" means a review under Part 3, 4 or 8 of the Act as the case may require and a reference to reviews shall be construed accordingly;

"second appointed day" in relation to a premises licence, means the day as specified as such for the purposes of Part 1 of Schedule 8 to the Act and, in relation to a club premises certificate means the day as specified as such for the purposes of Part 2 of Schedule 8 to the Act; and

"standard scale" means that 1 millimetre represents 100 millimetres.

- (2) For the purposes of these Regulations a reference to—
  - (a) a paragraph in a regulation or in a Schedule, a Schedule or a Part is a reference to the paragraph in that regulation or that Schedule, the Schedule or the Part in these Regulations; and
  - (b) a section should be construed as a reference to the section of the Act.

#### PART 1

#### INTRODUCTORY

#### **Scope of Regulations**

- **3.** These Regulations apply to applications, notices, representations and reviews.
- **4.** A person applying for a premises licence, a provisional statement, a variation of a premises licence, a review of a premises licence or a transfer of a premises licence or giving an interim authority notice shall comply with the appropriate provisions of Parts 2 and 4.
- **5.** A club applying for a club premises certificate or a variation of a club premises certificate or a person applying for a review of a club premises certificate shall comply with the appropriate provisions of Parts 3 and 4.
- **6.** The relevant licensing authority in relation to an application, notice, representations or a review shall comply with the appropriate provisions of Parts 4 and 5.

#### Responsible authorities

7. For the purposes of sections 13(4) and 69(4), the local weights and measures authority (within the meaning of section 69 of the Weights and Measures Act 1985(2)) for any area in which the premises is situated is a responsible authority.

#### Person giving interim authority notice

**8.** For the purposes of section 47(2)(a), a person has a prescribed interest in the premises concerned if he has a legal interest in the premises as freeholder or leaseholder.

#### Rights of freeholder etc. to be notified of licensing matters

**9.** In a case of a person giving a notice of his property interest in any premises under section 178, that notice shall be in the form and shall contain the information set out in Schedule 1 and shall be accompanied by the prescribed fee.

#### PART 2

#### PREMISES LICENCES

#### **Premises licences**

**10.** An application for a premises licence under section 17 shall be in the form and shall contain the information set out in Schedule 2 and shall be accompanied by the prescribed fee.

#### **Provisional statements**

11. An application for a provisional statement under section 29 shall be in the form and shall contain the information set out in Schedule 3 and shall be accompanied by the prescribed fee.

#### Variation of premises licences

12. An application to vary a premises licence under section 34 shall be in the form and shall contain the information set out in Schedule 4 and shall be accompanied by the prescribed fee (provided that in a case where the application to vary is made at the same time as an application under paragraph 2 of Schedule 8 to the Act, the application shall be in the form and shall contain the information set out in Part B of Schedule 1 to the Licensing Act 2003 (Transitional provisions) Order 2005(3)).

#### Variation of premises licences to specify premises supervisor

13. An application to vary a premises licence so as to specify the individual named in the application as the premises supervisor under section 37 shall be in the form and shall contain the information set out in Schedule 5 and shall be accompanied by the prescribed fee (provided that in a case where the application is made at the same time as an application under paragraph 2 of Schedule 8 to the Act, the application shall be in the form and shall contain the information set out in Part B of Schedule 1 to the Licensing Act 2003 (Transitional provisions) Order 2005).

#### Transfer of premises licences

**14.** An application to transfer a premises licence under section 42 shall be in the form and shall contain the information set out in Schedule 6 and shall be accompanied by the prescribed fee.

#### Interim authority notices

**15.** An interim authority notice given under section 47 shall be in the form and shall contain the information set out in Schedule 7 and shall be accompanied by the prescribed fee.

#### **Review of premises licences**

**16.** An application for a review of a premises licence under section 51 shall be in the form and shall contain the information set out in Schedule 8.

#### PART 3

#### **CLUB PREMISES CERTIFICATES**

#### Qualifying club

17. A club applying for a club premises certificate under section 71 on or before making such an application shall make a declaration to the relevant licensing authority in the form and containing the information set out in Part A of Schedule 9.

#### Club premises certificates

**18.** An application for a club premises certificate under section 71 shall be in the form and shall contain the information set out in Part B of Schedule 9 and shall be accompanied by the prescribed fee.

#### Variation of club premises certificates

19. An application to vary a club premises certificate under section 84 shall be in the form and shall contain the information set out in Schedule 10 and shall be accompanied by the prescribed fee (provided that in a case where the application to vary is made at the same time as an application under paragraph 14 of Schedule 8 to the Act, the application shall be in the form and shall contain the information set out in Part B of Schedule 4 to the Licensing Act 2003 (Transitional provisions) Order 2005).

#### **Review of club premises certificates**

**20.** An application to review a club premises certificate under section 87 shall be in the form and shall contain the information set out in Schedule 8.

#### PART 4

#### **GENERAL**

#### Applications, notices and representations

- **21.**—(1) An application, a notice or representations shall be given in writing.
- (2) Notwithstanding the requirement in paragraph (1) and subject to paragraph (3), that requirement shall be satisfied in a case where—
  - (a) the text of the application, notice or representations—
    - (i) is transmitted by electronic means;

- (ii) is capable of being accessed by the recipient;
- (iii) is legible in all material respects; and
- (iv) is capable of being read and reproduced in written form and used for subsequent reference;
- (b) the person to whom the application or notice is to be given or the representations are to be made has agreed in advance that an application or a notice may be given or representations may be made by electronic means; and
- (c) forthwith on sending the text of the application, notice or representations by electronic means, the application, notice or representations is given or made, as applicable, to the recipient in writing.
- (3) Where the text of the application, notice or representations is or are transmitted by electronic means, the giving of the application or notice or the making of the representations shall be effected at the time the requirements of paragraph 2(a) are satisfied, provided that where any application or notice is required to be accompanied by a fee, plan or other document or information that application or notice shall not be treated as given until the fee, plan or other document or information has been received by the relevant licensing authority.

#### Representations

- **22.**—(1) An interested party or a responsible authority making representations to a relevant licensing authority, may make those representations—
  - (a) in the case of a review of a premises licence following a closure order, at any time up to and including seven days starting on the day after the day on which the authority received the notice under section 165(4) in relation to the closure order and any extension to it;
  - (b) in any other case, at any time during a period of 28 consecutive days starting on the day after the day on which the application to which it relates was given to the authority by the applicant.

#### **Plans**

- 23.—(1) An application for a premises licence under section 17, or a club premises certificate under section 71, shall be accompanied by a plan of the premises to which the application relates and which shall comply with the following paragraphs of this regulation.
- (2) Unless the relevant licensing authority has previously agreed in writing with the applicant following a request by the applicant that an alternative scale plan is acceptable to it, in which case the plan shall be drawn in that alternative scale, the plan shall be drawn in standard scale.
  - (3) The plan shall show—
    - (a) 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;
    - (b) the location of points of access to and egress from the premises;
    - (c) if different from sub-paragraph (3)(b), the location of escape routes from the premises;
    - (d) 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;
    - (e) 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;
    - (f) 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;

- (g) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- (h) in the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- (i) the location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment; and
- (j) the location of a kitchen, if any, on the premises.
- (4) The plan may include a legend through which the matters mentioned or referred to in paragraph (3) are sufficiently illustrated by the use of symbols on the plan.

#### **Consents**

- 24.—(1) In the case of an application under section 17 which relates to the supply of alcohol or section 37, the consent of the individual who the applicant wishes to have specified in the licence as the premises supervisor under section 17(3)(c) or 37(3)(a) in the premises licence shall be in the form set out in Part A of Schedule 11.
- (2) In the case of an application to transfer a premises licence under section 42 or 43, the consent of the holder of the premises licence under section 43(3) or 44(4) shall be in the form set out in Part B of Schedule 11.

#### Advertisement of applications

- 25. In the case of an application for a premises licence under section 17, for a provisional statement under section 29, to vary a premises licence under section 34, for a club premises certificate under section 71 or to vary a club premises certificate under section 84, the person making the application shall advertise the application, in both cases containing the appropriate information set out in regulation 26—
  - (a) for a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the relevant licensing authority, by displaying a notice,
    - (i) which is—
      - (aa) of a size equal or larger than A4,
      - (bb) of a pale blue colour,
      - (cc) printed legibly in black ink or typed in black in a font of a size equal to or larger than 16;
    - (ii) in all cases, prominently at or on the premises to which the application relates where it can be conveniently 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 in the same form and subject to the same requirements every fifty metres along the external perimeter of the premises abutting any highway; and
  - (b) by publishing a notice—
    - (i) in a local newspaper or, if there is none, in a local newsletter, circular or similar document, circulating in the vicinity of the premises;
    - (ii) on at least one occasion during the period of 10 working days starting on the day after the day on which the application was given to the relevant licensing authority.
- **26.**—(1) In the case of an application for a premises licence or a club premises certificate, the notices referred to in regulation 25 shall contain a statement of the relevant licensable activities or

relevant qualifying club activities as the case may require which it is proposed will be carried on on or from the premises.

- (2) In the case of an application for a provisional statement, the notices referred to in regulation 25—
  - (a) shall state that representations are restricted after the issue of a provisional statement; and
  - (b) where known, may state the relevant licensable activities which it is proposed will be carried on on or from the premises.
- (3) In the case of an application to vary a premises licence or a club premises certificate, the notices referred to in regulation 25 shall briefly describe the proposed variation.
  - (4) In all cases, the notices referred to in regulation 25 shall state—
    - (a) the name of the applicant or club;
    - (b) the postal address of the premises or club 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 or club premises to be identified;
    - (c) the postal address and, where applicable, the worldwide web address where the register of the relevant licensing authority is kept and where and when the record of the application may be inspected;
    - (d) the date by which an interested party or responsible authority may make representations to the relevant licensing authority;
    - (e) that representations shall be made in writing; and
    - (f) 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.

#### **Notice to responsible authority**

27. In the case of an application for a premises licence under section 17, a provisional statement under section 29, a variation of a premises licence under section 34, a review under section 51, a club premises certificate under section 71, a review under section 87 or a variation of a club premises certificate under section 84, the person making the application shall give notice of his application to each responsible authority by giving to each authority a copy of the application together with its accompanying documents, if any, on the same day as the day on which the application is given to the relevant licensing authority.

#### Notice to chief officer of police etc.

- 28. In the case of—
  - (a) an application to vary a premises licence under section 37 (to specify an individual as premises supervisor), the person making the application shall give to—
    - (i) the chief officer of police, and
    - (ii) the designated premises supervisor, if any,
    - a copy of the application together with its accompanying documents, if any, on the same day as the day on which the application is given to the relevant licensing authority;
  - (b) an application for the transfer of a premises licence under section 42 or the giving of an interim authority notice under section 47, the person making the application or giving the notice shall give to the chief officer of police a copy of the application or interim authority notice together with its accompanying documents, if any, on the same day as the day on which the application or notice is given to the relevant licensing authority.

#### **Notification of review**

**29.** In the case of an application for a review of a premises licence under section 51 or a review of a club premises certificate under section 87, the person making the application shall give notice of his application to each responsible authority and to the holder of the premises licence or the club in whose name the club premises certificate is held and to which the application relates by giving to the authority, the holder or the club a copy of the application for review together with its accompanying documents, if any, on the same day as the day on which the application for review is given to the licensing authority.

#### PART 5

#### LICENSING AUTHORITIES—MISCELLANEOUS

#### Validity of premises licences and club premises certificates

**30.** A relevant licensing authority may not grant a premises licence or club premises certificate to have effect before the second appointed day.

#### Frivolous, vexatious or repetitious representations

**31.** Where the relevant licensing authority notifies the person who made the representations that the representations are frivolous, vexatious or a repetition as the case requires, that notification shall be given in writing to the person who made the representations and as soon as is reasonably practicable and in any event before the determination of the application to which the representations relate.

#### Notification that any ground for review is frivolous, vexatious or a repetition

**32.** Where the relevant licensing authority rejects a ground for a review under section 51(4)(b) or section 87(4)(b) it shall give notification in writing as soon as is reasonably practicable to the person making the application for a review.

#### Form of premises licence and summary

- 33. A premises licence shall—
  - (a) include an identifier for the relevant licensing authority;
  - (b) include a number that is unique to the licence; and
  - (c) be in the form and shall contain the information set out in Part A of Schedule 12.
- **34.** A summary of a premises licence shall—
  - (a) include the identifier for the relevant licensing authority;
  - (b) include the licence number referred to in regulation 33; and
  - (c) be in the form and shall contain the information set out in Part B of Schedule 12, printed on paper of a size equal to or larger than A4.

#### Form of club premises certificate and summary

- **35.** A club premises certificate shall—
  - (a) include an identifier for the relevant licensing authority;
  - (b) include a number that is unique to the certificate; and

- (c) be in the form and shall contain the information set out in Part A of Schedule 13.
- **36.** A summary of a club premises certificate shall—
  - (a) include the identifier for the relevant licensing authority;
  - (b) include the certificate number referred to in regulation 35; and
  - (c) be in the form and shall contain the information set out in Part B of Schedule 13, printed on paper of a size equal to or larger than A4.

#### Review of premises licence following closure order

- 37. In the case of a review of a premises licence under section 167 (review of premises licence following a closure order), within the period of one working day starting on the day after the day on which the relevant licensing authority received the notice under section 165(4) from the magistrates' court, the relevant licensing authority shall give to the holder of the premises licence and each responsible authority notice in writing of—
  - (a) the review;
  - (b) the dates between which interested parties and responsible authorities may make representations relating to the review to the relevant licensing authority;
  - (c) the closure order and any extension of it; and
  - (d) any order made in relation to it under section 165(2).

#### Advertisement of review by licensing authority

- **38.**—(1) Subject to the provisions of this regulation and regulation 39, the relevant licensing authority shall advertise an application for the review of a premises licence under section 51(3), of a club premises certificate under section 87(3) or of a premises licence following a closure order under section 167—
  - (a) by displaying prominently a notice—
    - (i) which is—
      - (aa) of a size equal or larger than A4;
      - (bb) of a pale blue colour; and
      - (cc) printed legibly in black ink or typed in black in a font of a size equal to or larger than 16;
    - (ii) at, on or near the site of the premises to which the application relates where it can conveniently be read from the exterior of the premises by the public and in the case of a premises covering an area of more than 50 metres square, one further notice in the same form and subject to the same requirements shall be displayed every 50 metres along the external perimeter of the premises abutting any highway; and
    - (iii) at the offices, or the main offices, of the licensing authority in a central and conspicuous place; and
  - (b) in a case where the relevant licensing authority maintains a website for the purpose of advertisement of applications given to it, by publication of a notice on that website;
  - (2) the requirements set out in paragraph (1) shall be fulfilled—
  - (i) in the case of a review of a premises licence following a closure order under section 167, for a period of no less than seven consecutive days starting on the day after the day on which the relevant licensing authority received the notice under section 165(4); and
  - (ii) in all other cases, for a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the relevant licensing authority.

- **39.** All notices referred to in regulation 38 shall state—
  - (a) the address of the premises about which an application for a review has been made,
  - (b) the dates between which interested parties and responsible authorities may make representations to the relevant licensing authority,
  - (c) the grounds of the application for review,
  - (d) the postal address and, where relevant, the worldwide web address where the register of the relevant licensing authority is kept and when and when the grounds for the review may be inspected; and
  - (e) 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.

#### Provision of forms, notices and applications

- **40.** The relevant licensing authority—
  - (a) must provide on request the forms listed in the Schedules printed on paper; or
  - (b) in a case where the relevant licensing authority maintains a website, it may provide electronic copies of the forms listed in the Schedules on such a website.

#### Validity of forms, notices and application

**41.** A relevant licensing authority shall not reject any application or notice by reason only of the fact that it is given on a form provided otherwise than from the relevant licensing authority but which complies with the requirements of these Regulations.

#### Acknowledgement of notification of an interest

**42.** The relevant licensing authority shall as soon as reasonably practicable on receipt of a notification to it under section 178 acknowledge its receipt by returning a copy of the notification to the notifier duly endorsed.

Richard Caborn
Minister of State
Department for Culture, Media and Sport

12th January 2005

#### Schedule 1

regulation 9

[Insert name and address of relevant licensing authority and its reference number (optional)]

#### Notification of an interest in premises under section 178 of 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.

/Wehereby gives/give notice of my/our interest in the (Insert name(s) of notifier)					
premises identified below for the purposes of 2003	section 178 of the Licensing Act				
Part 1 – Premises details					
Postal address of premises or, if none, ordnance survey	map reference or description				
-					
Post town	Post code				
Name of applicant for, or holder of, premises licence or premises certificate (if known)	club applying for, or holding, club				
Premises licence / club premises certificate number (if k	nown)				

### Part 2 - Details of my/our interest in the premises

I/we	Ple	ase tick	. •
a)	have a legal interest in the premises as freeholder or leaseholder		
b)	am/are the legal mortgagee in respect of the premises (within the meaning of the Law of Property Act 1925)		
c)	am/are in occupation of the premises		
I/v	ve are		
a)	an individual(s)		please complete section (A)
b)	a company		please complete section (B)
c)	a partnership		please complete section (B)
d)	an unincorporated association		please complete section (B)
e)	other (for example, a statutory corporation)		please complete section (B)
(A) DET	TAILS OF INDIVIDUAL		
Mr Surnam	Mrs Miss Ms		Other title (for example, Rev)
address differe			
Post To		stcode	
	t phone number in working hours (if any)		
E-mail (option	address aal)		

DETAILS OF SECON	ND INDIVIDUA	L (if applicable)		
Mr	Mrs	Miss	Ms	Other title (for example, Rev)
Surname			First names	
Current postal address if different from premises address				
Post Town			Postcode	
Contact phone nu	nber in workin	ng hours (if any)		,
E-mail address (optional)				-
registered number. please give the nan	e and registere In the case of a	d address of notific partnership or oth	ner joint venture (o	propriate please give any ther than a body corporate),
Name				
Address				

Status: This is the original version (as it was originally made).

Desired and another (all and and its black)
Registered number (where applicable)
Description of applicant (for example partnership, company, unincorporated association etc)
Telephone number (if any)
E-mail address (optional)
Please tick ♥ yes
I have made or enclosed payment of the fee
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 NOTIFICATION
Part 3 – Signatures (please read guidance note 1)
Signature of notifier or notifier's solicitor or other duly authorised agent (See guidance note 2). If signing on behalf of the notifier please state in what capacity.
Signature
Date
Capacity
For joint notifiers signature of 2 <sup>nd</sup> notifier 2 <sup>nd</sup> notifier's solicitor or other authorised agent (please read guidance note 3). If signing on behalf of the notifier please state in what capacity.
Signature
Date
Capacity

Status: This is the original version (as it was originally made).

Contact name (where not previously given o for correspondence associated with this not	ification (please read guidance n	ote 4)
Post town	Post code	
Telephone number (if any)		
-mail address (optional)		

- 1. The form must be signed.
- 2. A notifier's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
- 3. Where there is more than one notifier, both notifiers or their respective agents must sign the
- 4. This is the address which we shall use to correspond with you about this notification and if a change is made to the register.

Acknowledgement by [insert name of relevant licensing authority] of receipt of this notification of an interest in the premises described in the notice by the person/persons identified in the notice dated this day of 20[ ].

Signed for and on behalf of the authority .....

#### Schedule 2

regulation 10

[Insert name and address of relevant licensing authority and its reference number (optional)]

## Application for a premises licence to be granted under the Licensing Act 2003

	under the Licensing	Act 2	003	
	PLEASE READ THE FOLLOWING I	NSTR	UCTIO	NS FIRST
If you your a	e completing this form please read the guidance note are completing this form by hand please write legibl inswers are inside the boxes and written in black ink. hay wish to keep a copy of the completed form for ye	ly in blo Use ac	ock capi dditiona	tals. In all cases ensure that
the L	apply for a pre (Insert name(s) of applicant) icensing Act 2003 for the premises descri /we are making this application to you as rdance with section 12 of the Licensing Ac	bed ir the r	n Part elevan	1 below (the premises)
Part	1 – Premises details			
Post	al address of premises or, if none, ordnance survey	y map i	referenc	e or description
Dont		D		
Post	town	Post	code	
Telepl	none number at premises (if any)			
Non-c	domestic rateable value of premises	[	£	
Part	2 - Applicant details			
Please	state whether you are applying for a premises licen		ase tick	<b>√</b> yes
a)	an individual or individuals*			please complete section (A)
b)	a person other than an individual*			
	i. as a limited company			please complete section (B)
	ii. as a partnership			please complete section (B)
	iii. as an unincorporated association or			please complete section (B)
	iv. other (for example a statutory corporation)			please complete section (B)
c)	a recognised club			please complete section (B)
	16			

d)

a charity

please complete section (B)

Status: This is the original version (as it was originally made).

e)	the proprietor of an educational establishment		please complete section (B)					
f)	a health service body		please complete section (B)					
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital		please complete section (B)					
h)	the chief officer of police of a police force in England and Wales		please complete section (B)					
*If you a	*If you are applying as a person described in (a) or (b) please confirm:  Please tick ✓ yes  I am carrying on or proposing to carry on a business  which involves the use of the premises for licensable activities; or  I am making the application pursuant to a  o statutory function or  o a function discharged by virtue of Her Majesty's prerogative							
(A) IND	Mrs Miss First name	s	Other title (for example, Rev)					
l am 18	years old or over		yes					
Current address differen premise	if							
Post To	wn Posto	ode						
Daytim	e contact telephone number							
E-mail a								

SECOND INDIVIDU	JAL APPLICAN	T (if applicable)			
Mr M	1rs	Miss	Ms First names	Other title (for example, Rev	) 
					lease tick
I am 18 years old o	or over				yes
Current postal address if different from premises address					
Post Town			Postcode		
Daytime contact t	elephone num	ber			
E-mail address (optional)	,				
(B) OTHER APPLIC Please provide nan any registered nun corporate), please	ne and register	se of a partnershi	p or other joint ve	nture (other than	ease give a body
Name					
Address		,			
Registered numbe	er (where applic	able)			
Description of app	olicant (for exar	mple partnership, o	company, unincorp	orated association	etc)
Telephone numbe	er (if any)				
E-mail address (or	otional)				

Part 3 Operating Schedule				
When do you want the premises licence to start?	Day	Month	Year	_
If you wish the licence to be valid only for a limited period, when do you want it to end?	Day	Month	Year	
Please give a general description of the premises (please read	guidance	note1)		

What licensable activities do you intend to carry on from the premises? (Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Pro	visio	on 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)	
Pro	visio	on 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)	
Pro	visio	on of late night refreshment (if ticking yes, fill in box L)	
Sup	ply	of alcohol (if ticking yes, fill in box M)	
ln a	ıll ca	ses complete boxes N, O and P	

### Α

_				
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)	Outdoors
Day	Start	Finish	1	Both
Mon			Please give further details here (please read	guidance note 3)
Tue				
Wed			State any seasonal variations for performing guidance note 4)	g plays (please read
Thur				
Fri			Non standard timings. Where you intend to for the performance of plays at different tin the column on the left, please list (please rea	nes to those listed in
Sat				
Sun				

## В

Films			Will the exhibition of films take place	Indoors
Standard days and timings (please read guidance note 6)			indoors or outdoors or both – please tick [ '] (please read guidance note 2)	Outdoors
Day	Start	Finish		Both
Mon			Please give further details here (please read g	uidance note 3)
Tue				
Wed			State any seasonal variations for the exhibition read guidance note 4)	on of films (please
Thur				
Fri			Non standard timings. Where you intend to for the exhibition of films at different times the column on the left, please list (please read	to those listed in
Sat				
Sun				

## C

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

#### D

Boxing or wrestling entertainments			Will the boxing or wrestling entertainment take place indoors or	Indoors
Stand	ard days	and timings idance note 6)	outdoors or both – please tick [ ▼ ](please read guidance note 2)	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)	
Thur				
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read	
Sat			guidance note 5)	
Sun				

## E

Live music			Will the performance of live music take	Indoors
Standard days and timings			place indoors or outdoors or both –	Outdoors
(pleas	(please read guidance note 6)		please tick [  ] (please read guidance note	Cutadois
Day	Start	Finish	2) Both	
Mon			Please give further details here (please read	guidance note 3)
Tue				
Wed			State any seasonal variations for the performance of live	
l			music (please read guidance note 4)	
Thur				
l				
Fri			Non standard timings. Where you intend to for the performance of live music at differe	o use the premises
l			listed in the column on the left, please list (	
0.0			guidance note 5)	picase read
Sat			<b>G</b> ,	
Sun				
Joun				

#### 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	Indoors Outdoors
Day	Start	Finish	2)	Both
Mon			Please give further details here (please read	guidance note 3)
Tue				
Wed		,	State any seasonal variations for the playing of recorded music (please read guidance note 4)	
Thur				
Fri			Non standard timings. Where you intend to for the playing of recorded music at differe listed in the column on the left, please list (	nt times to those
Sat			guidance note 5)	
Sun				

## G

_				
Performances of dance			Will the performance of dance take place	Indoors
Standard days and timings			indoors or outdoors or both – please tick  [ ✓ ] (please read guidance note 2)	Outdoors
(pieas	ease read guidance note 6)			
Day	Start	Finish		Both
Mon			Please give further details here (please read	guidance note 3)
Tue				
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)	
Thur				
Fri			Non standard timings. Where you intend to for the performance of dance at different ti in the column on the left, please list (please	mes to those listed
Sat			5)	
Sun				

## Ħ

desci fallin (g) Standa	ription in ig withing with in ard days in	a similar to that n (e), (f) or and timings idance note 6)	Please give a description of the type of entertainment you will be providing	
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick [ ] (please	Indoor
Mon			read guidance note 2)	Both
				5011
Tue		-	Please give further details here (please read gui	dance note 3)
Wed				
Thur			State any seasonal variations for entertainment description to that falling within (e), (f) or (g) guidance note 4)	
Fri				

					_
Sat			Non standard timings. Where you intend to		
			for the entertainment of a similar description within (e), (f) or (g) at different times to the column on the left, please list (please read grant of the column on the left, please list (please read grant of the column on the left, please list (please read grant of the column on the left, please list (please read grant of the column of	se listed in the	
Sun					
ı	-,				
Drovi	islan of	facilities	Please give a description of the facilities for	making music w	
for n	naking r ard days		will be providing	making music yo	ou
			Will the facilities for making music be	Indoors	
			indoors or outdoors or both – please tick	Outdoors	
Day	Start	Finish	[ v ] (please read guidance note 2)	Both	
Mon			Please give further details here (please read	guidance note 3)	
Tue					
Wed			State any seasonal variations for the provis making music (please read guidance note 4)	ion of facilities fo	or
Thur					
Fri			Non standard timings. Where you intend to for provision of facilities for making music to those listed in the column on the left, plants.	at different times	s
Sat			guidance note 5)		
Sun					
J					
Prov	ision of	facilities	Will the facilities for dancing be indoors	Indoors	
Stand	for dancing Standard days and timings (please read guidance note 6)		or outdoors or both – please tick [ ▼ ] (see guidance note 2)	Outdoors	
Day	Start	Finish	1	Both	

	Please give a description of the facilities for dancing you will be providing
Mon	Please give further details here (please read guidance note 3)
Tue	
Wed	State any seasonal variations for providing dancing facilities (please read guidance note 4)
Thur	
Fri	Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please
Sat	<u>list (</u> please read guidance note 5)
Sun	

## ĸ

			Please give a description of the type of enterta you will be providing	inment facility
Day	Start	Finish	Will the entertainment facility be indoors or	Indoor
			outdoors or both – please tick [ ] (please read guidance note 2)	Outdoor
Mon			-	Both
Tue			Please give further details here (please read guid	dance note 3)
Wed				
Thur			State any seasonal variations for the provision entertainment of a similar description to that for j (please read guidance note 4)	
Fri				
Sat			Non standard timings. Where you intend to us	e the premises

Sun		for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list (please read
		guidance note 5)

#### L

Late night			Will the provision of late night refreshment	Indoors
Stand timing	refreshment Standard days and timings (please read guidance note 6)		take place indoors or outdoors or both – please tick [  ] (please read guidance note 2)	Outdoors
Day	Start	Finish	1	Both
Mon			Please give further details here (please read guida	nce note 3)
Tue				
Wed			State any seasonal variations for the provision o refreshment (please read guidance note 4)	f late night
Thur				
Fri			Non standard timings. Where you intend to use the provision of late night refreshment at differe listed in the column on the left, please list (pleas	ent times, to those
Sat			5)	
Sun				

#### м

Standa	upply of alcohol andard days and mings (please read uidance note 6)		Will the supply of alcohol be for consumption (Please tick box ♥) (please read guidance note 7)	On the premises Off the premises	
Day	Start	Finish		Both	
Mon			State any seasonal variations for the guidance note 4)	e supply of alcohol (please read	
Wed				-	
Thur			Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		

Fri			
-			
Sat			
Sun			
	the nam ses supe		s of the individual whom you wish to specify on the licence as
Name			
Addre	ss		
Postc	ode		
Perso	nal Licen	ce number (	if known)
	g licensii	ng authority	(if known)
N			
o			
Hour	s prem	ises are	State any seasonal variations (please read guidance note 4)
open	to the	public	
	ard timin (uidance i	gs (please	
Day	Start	Finish	7
Mon			7 .
Tue			-
			_
Wed			
			Non standard timings. Where you intend the premises to be
Thur			open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)
			9
			-

Sat			
Sun			
			.
P			
	be the st	eps you intend t	to take to promote the four licensing objectives:
a) Gen	eral – a	ll four licensing	o take to promote the four licensing objectives: objectives (b,c,d,e) (please read guidance note 9)
			·
b) The	preven	tion of crime an	
a) Duck	lie est-		
c) rut	lic safe	-y	
d) The	e preven	ition of public n	uisance
L			
e) The	protect	ion of children	from harm

CHECKLIST:-		
<ul> <li>I have made or enclosed payment of the fee</li> <li>I have enclosed the plan of the premises</li> <li>I have sent copies of this application and the plan others where applicable</li> <li>I have enclosed the consent form completed by t supervisor, if applicable</li> <li>I understand that I must now advertise my applicable</li> <li>I understand that if I do not comply with the aborbe rejected</li> </ul>	he individual I wish to be premises	yes
IT IS AN OFFENCE, LIABLE ON CONVICTION T STANDARD SCALE, UNDER SECTION 158 OF T A FALSE STATEMENT IN OR IN CONNECTION	HE LICENSING ACT 2003 TO N	
Part 4 – Signatures (please read guidance note 10)		
Signature of applicant or applicant's solicitor or other on the solicitor of the applicant please state in the solicitor of		note
Signature		
Date		
Capacity		
For joint applications signature of 2 <sup>nd</sup> applicant or 2 <sup>nd</sup> a agent (please read guidance note12). If signing on beha capacity.	pplicant's solicitor or other authoris	ed
Signature		
Date		
Capacity		
Contact name (where not previously given) and posta with this application (please read guidance note 13)	l address for correspondence associ	ated
Post town	Post code	
Telephone number (if any)		
If you would prefer us to correspond with you by e-m	ail your e-mail address (optional)	

Status: This is the original version (as it was originally made).

#### **Notes for Guidance**

- 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.
- Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
- For example the 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.
- For example (but not exclusively), where the activity will occur on additional days during the summer months.
- For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- 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.
- 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.
- 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 gaming
  machines.
- Please list here steps you will take to promote all four licensing objectives together.
- The application form must be signed.
- An applicant's agent (for example 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.
- 13. This is the address which we shall use to correspond with you about this application.

#### Schedule 3

regulation 11

[Insert name and address of relevant licensing authority and its reference number (optional)]

## Application for a provisional statement to be granted under the Licensing Act 2003

	PLEASE READ THE FOLLOWING I	NSTR	UCTIO	NS FIRST			
lf you your a	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.						
29 of prem	(Insert name(s) of applicant)  if the Licensing Act 2003 for the premises on the premises) and I/we are making this application or the premises.	descri	ibed in ou as t	Part 1 below (the he relevant licensing			
Part	1 – Premises details						
Post	al address of premises or, if none, ordnance survey	/ map	referenc	e or description			
Post	town	Post	code				
Teleph	none number at premises (if any)	[					
Non-domestic rateable value of premises			£				
Part :	2 - Applicant details						
Please	state whether you are applying for a premises liceno	ce as					
		Ple	ase tick	yes			
a)	an individual or individuals*			please complete section (A)			
b)	a person other than an individual*						
	i. as a limited company			please complete section (B)			
	ii. as a partnership			please complete section (B)			
	iii. as an unincorporated association or			please complete section (B)			
	iv. other (for example a statutory corporation)			please complete section (B)			
c)	a recognised club			please complete section (B)			

please complete section (B)

a charity

d)

e)	the proprie	tor of an education	onal establishmen	nt		please complete section (B)
f)	a health se	rvice body				please complete section (B)
g)		ards Act 2000 (c1	nder Part 2 of the			please complete section (B)
h)	the chief of	fficer of police of and Wales	a police force			please complete section (B)
*If you a	are applying	as a person descr	ribed in (a) or (b)	please confir	m:	
						Please tick 💆 yes
	<ul> <li>Lam ca</li> </ul>	arrying on or prop	osing to carry on	a business		Ĺ
	which	involves the use o	of the premises fo	r licensable a	ctiviti	es; or
	<ul> <li>I am m</li> </ul>	aking the applica	tion pursuant to	a		
	0	statutory funct	ion or			
			harged by virtue o	of Har Majact	v'e or	regative \
	0	a function disci	narged by virtue o	or Her Majest	y s pre	erogative
(A) IND		PLICANTS (fill in	as applicable)	Ms First names		Other title (for example, Rev)
l am 18	years old o	r over				Please tick ves
D T				٦	.	
Post To	wn	L		Postc	ode	
Daytim	e contact te	elephone number				
E-mail a						

SECOND INDIVIDU	JAL APPLICAN	IT (if applicable)		
Mr	Mrs	Miss	Ms	Other title (for example, Rev)
Surname			First names	
I am 18 years old o	or over			Please tick ves
Current postal address if different from premises address	-			
Post Town			Postcode	
Daytime contact t	elephone num	nber		
E-mail address				
(optional)				
any registered nur	me and registe mber. In the ca	ered address of appl ase of a partnership e and address of eac	or other joint vent	e appropriate please give ture (other than a body
Name				
Address				
Registered number	(where application	able)		
Description of appl	icant (for exan	nple partnership, cor	mpany, unincorpora	ted association)
Telephone number	(if any)			
E-mail address (opt	tional)			

What is the nature of your interest in the premises?	
Part 3 – Schedule of works	
Is the premises	Please tick ♥ yes
about to be constructed	
being extended or altered	
Please give details of the work and please attach plans of the work be done at the premises	eing done or about to be
Please give particulars of the premises to which the application relate  1)	s (please read guidance note

Which licensable	e activities will the premises be used for?		
		Please tick *	yes '
Provision of reg	<u>rulated entertainment</u>		
a)	plays (optional, fill in box A)		
ь)	films (optional, fill in box B)		
c)	indoor sporting events (optional, fill in box C)		
d)	boxing or wrestling entertainment (optional, fill in box D)		
e)	live music (optional, fill in box E)		
f)	recorded music (optional, fill in box F)		
g)	performances of dance (optional, fill in box G)		
h)	anything of a similar description to that falling within (e), (f) of	or (g)	
	(optional, fill in box H)		
Provision of en	tertainment facilities for:		
i)	making music (optional, fill in box I)		
j)	dancing (optional, fill in box J)		
k)	entertainment of a similar description to that falling within (i	) or (j)	
	(optional, fill in box K)		
Provision of lat	e night refreshment (optional, fill in box L)		
Supply of alcoh	ol (optional, fill in box M)		
Complete boxe	s N, O and P (optional)		

Sun

Part 4	4 – OPTIO	NAL – you	may fill in this section if you choose to		
Gene	ral description	on of premises	s (please read guidance note1)		
<u> </u>					
<u>A</u>					_
Play: Stand	<b>s</b> ard days and	l timings	Will the performance of a play take place indoors or outdoors or both – please tick [♥]	Indoors	
(pleas	e read guida	nce note 6)	(please read guidance note 2)	Outdoors	
Day	Start	Finish	Please give further details here (please read guid	Both	
141011			rease give further details here (please read guid	Jance note 3)	
Tue		-	4		
ruc		-			
Wed		-	State any seasonal variations for performing pl	avs (please re	ad
		-	guidance note 4)	ays (preuse re	
Thur		-	1		
			-		
Fri		-	Non standard timings. Where you intend to us	e the premise	es
		-	Non standard timings. Where you intend to us for the performance of plays at different times in the column on the left, please list (please rea	to those listed	ed ote
Sat		1	5)	- G	-

### В

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

#### C

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

### D

Boxi	Boxing or wrestling   Will the boxing or wrestling entertainment   Indoors					
entertainments			take place indoors or outdoors or both -			
Standard days and timings (please read guidance note 6)			please tick [ ] (please read guidance note 2)	Outdoors		
Day	Start	Finish		Both		
Mon			Please give further details here (please read gr	uidance note 3)		
Tue			- -			
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)			
Thur						
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read			
Sat			guidance note 5)			
Sun						

# Έ

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	
Day	Start	Finish		Both	
Mon			Please give further details here (please read gr	uidance note 3)	
Tue					
Wed			State any seasonal variations for the perform music (please read guidance note 4)	ance of live	
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read		
Sat			guidance note 5)		

Sun					
F					
	rded mi		Will the playing of recorded music take	Indoors	
		nd timings dance note 6)	place indoors or outdoors or both – please tick [ * ] (please read guidance note 2)	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read	guidance note 3)	
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend 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					
Perf	ormance	s of dance	Will the performance of dance take place	Indoors	
Stand (pleas	ard days a e read gu	and timings idance note 6)	indoors or outdoors or both – please tick  [▼] (please read guidance note 2)	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read	guidance note 3)	
Tue				-	
Wed			State any seasonal variations for the performance (please read guidance note 4)	rmance of dance	!
Thur					

Fri		Non standard timings. Where you intend 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
Sat		5)
l	 	
l		
Sun		1
l		

### H

fallin (g) Stand	thing of a striction to a striction to a striction ( ard days and a read guida	that e), (f) or timings	Please give a description of the type of entertai be providing	nment you will
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both - please tick [ ~ ] (please read guidance note 2)	Outdoors Outdoors
Mon			1866 27	Both
Tue			Please give further details here (please read guidance note 3)	
Wed				
Thur			State any seasonal variations for entertainment description to that falling within (e), (f) or (g) (guidance note 4)	
Fri				
Sat			Non standard timings. Where you intend 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)	
Sun			- Colonia on the terry preuse list (preuse read guide	nice flote 5)

for m	ision of fa naking mu ard days and e read guida	sic timings	Please give a description of the facilities for making music you will be providing  Will the facilities for making music be Indoors		
			Will the facilities for making music be indoors or outdoors	Outdoors	-
Day	Start	Finish	or both – please tick [ ] (please read guidance note 2)	Both	
Mon			Please give further details here (please read	guidance note	3)
Tue					
Wed	Wed		State any seasonal variations for the provise making music (please read guidance note 4)	ion of facilities	for
Thur					
Fri			Non standard timings. Where you intend 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)		
Sat					
Sun					
Ţ			•		
	ision of fa	cilities	Will the facilities for dancing be indoors or	Indoors	
Stand	ancing ard days and e read guida	l timings nce note 6)	outdoors or both – please tick [ ▼ ] (see guidance note 2)	Outdoors	
				Both	
Day	Day Start Finish		Please give a description of the facilities for dancing you will be providing		
Mon Please give			Please give further details here (please read	guidance note :	3)
Tue					

Wed		State any seasonal variations for providing dancing facilities (please read guidance note 4)
Thur		
Fri		Non standard timings. Where you intend to use the premises for the provision of facilities for dancing at different times to those listed in the column on the left, please list (please read
Sat		guidance note 5)
Sun	 	

# ĸ

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)  Day Start Finish			Please give a description of the type of entertainment facility you will be providing  Will the entertainment facility be indoors or outdoors		
Mon			or both – please tick [ ▼ ] (please read guidance note 2)	Outdoor	
Tue			Please give further details here (please read guidance note 3)		
Wed					
Thur			State any seasonal variations for the provision of entertainment of a similar description to that for i (please read guidance note 4)		
Fri					
Sat	-		Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun					

### L

Late night refreshment Standard days and timings			Will the provision of late night refreshment take place indoors or	Indoors Outdoors
(please read guidance note 6)		nce note 6)	outdoors or both – please tick [ ✓ ] (please	Cutadois
Day	Start	Finish	read guidance note 2)  Both	
Mon			Please give further details here (please read	guidance note 3)
Tue				
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)	
Thur				
Fri			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please	
Sat			read guidance note 5)	
Sun				
	I .	1	I	

#### м

Stand	Supply of alcohol Standard days and timings (please read guidance note 6)		Will the supply of alcohol be for consumption (Please tick box ♥) (please	On the premises Off the premises	
Day	Start	Finish	read guidance note 7)	Both	
Mon			State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Tue					
Wed					
Thur			for the supply of alcohol at dif	you intend to use the premises ferent times to those listed in ist (please read guidance note 5)	
Fri					
Sat					
Sun					

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)					
,					

О

Hour	rs premi	eac are	State any seasonal variation (please read guidance note 4)
Hours premises are open to the public			greate any seasonal variation (prease read gardance note 1)
Stand	ard timing	s (please	
	uidance n		
Day	Start	Finish	,
Mon			
Tue			
Wed			
			Non standard timings. Where you intend the premises to be open
Thur			to the public at different times from those listed in the column on the left, please list. (please read guidance note 5)
Fri			
Sat			
Sun			

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	P	
b) The prevention of crime and disorder  c) Public safety  d) The prevention of public nuisance	Describe the steps you intend to take to promote the four licensing objectives:	
d) The prevention of public nuisance	a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)	
d) The prevention of public nuisance		
d) The prevention of public nuisance		
d) The prevention of public nuisance		
d) The prevention of public nuisance		
d) The prevention of public nuisance		
d) The prevention of public nuisance		
d) The prevention of public nuisance	b) The prevention of crime and disorder	
d) The prevention of public nuisance		
d) The prevention of public nuisance		
d) The prevention of public nuisance	•	
d) The prevention of public nuisance		
d) The prevention of public nuisance		
d) The prevention of public nuisance		
d) The prevention of public nuisance		
d) The prevention of public nuisance	A Bubble of the	
	c) Public safety	
The protection of children from harm	d) The prevention of public nuisance	
e) The protection of children from harm		
E) The protection of children from harm		
e) The protection of children from harm		
The protection of children from harm		
The protection of children from harm		
e) The protection of children from harm		
e) The protection of children from harm		
	e) The protection of children from harm	
	•	

I have made or enclosed payment of the fee	Please tick ✓	yes
<ul> <li>I have enclosed the plans of the works to be done</li> <li>I have sent copies of this application and the plan others where applicable</li> <li>I understand that I must now advertise my applica</li> </ul>	to responsible authorities and tion	
<ul> <li>I understand that if I do not comply with the above be rejected</li> </ul>	e requirements my application will	
IT IS AN OFFENCE, LIABLE ON CONVICTION TO STANDARD SCALE, UNDER SECTION 158 OF TH A FALSE STATEMENT IN OR IN CONNECTION V	IE LICENSING ACT 2003 TO M	
Part 5 – Signatures (please read guidance note 10)		
Signature of applicant or applicant's solicitor or other du 11). If signing on behalf of the applicant please state in v		ote
Signature		
Date		
Capacity		
For joint applications signature of 2 <sup>nd</sup> applicant or 2 <sup>nd</sup> apagent (please read guidance note12). If signing on behalf capacity.		
Signature		
Date		
Capacity		
Contact name (where not previously given) and postal with this application (please read guidance note 13)	address for correspondence associa	ted
Post town	Post code	$\dashv$
Telephone number (if any)		-
If you would prefer us to correspond with you by e-mai	l your e-mail address (optional)	$\neg$

#### Notes for Guidance

- 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 you are
  completing Part 4 and 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.
- Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
- For example the 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.
- For example (but not exclusively), where the activity will occur on additional days during the summer months.
- For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- 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.
- 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.
- 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 gaming
  machines.
- 9. Please list here steps you will take to promote all four licensing objectives together.
- The application form must be signed.
- An applicant's agent (for example 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.
- 13. This is the address which we shall use to correspond with you about this application.

### **Schedule 4**

regulation 12

[Insert name and address of relevant licensing authority and its reference number (optional)]

### Application to vary a premises licence 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.					
I/We(Insert nam	being	the prem	ises licence	holder, apply to vary a	
	e under section 34 of	the Licen	sing Act 200	3 for the premises	
Premises licence	number				
Part 1 – Premise	es details premises or, if none, ordr				
Post town			Post code		
Telephone number a	at premises (if any)				
Non-domestic ratea	able value of premises	£			
Part 2 – Applica	nt details				
Daytime contact to	elephone number				
E-mail address (optional)					
Current postal address if different from premises address		-		-	
Post Town			Postcode		

Part 3	: - V	/ari	iati	ion
--------	-------	------	------	-----

Oo you want the proposed variation to have effect as soon	Please tick ♥ yes a as possible?	
f not do you want the variation to take effect from	Day Month Year	
Please describe briefly the nature of the proposed varia	ation (Please see guidance note 1)	
	•	
f your proposed variation would mean that 5,000 or more		

### Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

Provision	of regu	ulated entertainment	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 ent	ertainment 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)	
Provision	of late	night refreshment (if ticking yes, fill in box L)	
Sale by re	etail of	alcohol (if ticking yes, fill in box M)	
In all case	es com	plete boxes N, O and P	

### Α

Plays			Will the performance of a play take place	Indoors
Standard days and timings (please read guidance note 6)		e read	indoors or outdoors or both – please tick [▼] (please read guidance note 2)	Outdoors
Day	Start	Finish	1	Both
Mon			Please give further details here (please read guida	ance note 3)
Tue			-	
Wed			State any seasonal variations for performing pla guidance note 4)	ys (please read
Thur				
Fri			Non standard timings. Where you intend to use the performance of plays at different times to the column on the left, please list (please read guidan	nose listed in the
Sat				,
Sun				
	l	1		

### В

Films			Will the exhibition of films take place indoors	Indoors	
timing	Standard days and timings (please read guidance note 6)		or outdoors or both – please tick [ ] (please read guidance note 2)	Outdoors	
Day	Start	Finish	1	Both	
Mon			Please give further details here (please read guid	ance note 3)	
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the exhibition of films at different times to those column on the left, please list (please read guidant)	se listed in the	
Sat					
Sun			,		

## C

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

### D

Boxing or wrestling entertainments			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please	Indoors	
	ard days a		tick [ ] (please read guidance note 2)	Outdoors	
	gs (please nce note (				
Day	Start	Finish	1	Both	$\dashv$
Mon			Please give further details here (please read guida	nce note 3)	
Tue					
Wed			State any seasonal variations for boxing or wrest (please read guidance note 4)	ling entertainme	nt
Thur					
Fri			Non standard timings. Where you intend to use boxing or wrestling entertainment at different ti in the column on the left, please list (please read	mes to those liste	ed
Sat					

Sun					
E					
	nusic	.	Will the performance of live music take place Indoors		
Standard days and timings (please read guidance note 6)		read	indoors or outdoors or both – please tick [ ✔ ] (please read guidance note 2)	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guida	nce note 3)	
Tue					
Wed			State any seasonal variations for the performance (please read guidance note 4)	ce of live music	
Thur					
Fri			Non standard timings. Where you intend to use the performance of live music at different times the column on the left, please list (please read gu	to those listed	or in
Sat					
Sun					
F					
	rded m		Will the playing of recorded music take place	Indoors	,
timing	ard days a gs (please nce note (	read	indoors or outdoors or both – please tick [ ▼ ] (please read guidance note 2)	Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guida	ance note 3)	
Tue					
Wed			State any seasonal variations for the playing of (please read guidance note 4)	recorded music	
Thur					

Fri			Non standard timings. Where you intend to use		
			the playing of recorded music at different times	to those listed in	<u>n</u>
			the column on the left, please list (please read guidance note 5)		
Sat					
Sun					
Juli					
G					
Perfo	rmance	es of	Will the performance of dance take place	Indoors	
dance	e		indoors or outdoors or both – please tick [♥]	Outdoors	
Standa	ard days a	and	(please read guidance note 2)	Outdoors	
	s (please				
guidar	ce note (	5)			
Day	Start	Finish		Both	
Mon			Please give further details here (please read guida	nce note 3)	
			G		
Tue					
ruc					
11/- d			State and a state of the state	6 d /-1	
Wed			State any seasonal variations for the performan read guidance note 4)	ce of dance (plea	ase
			read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use		
			the performance of dance at different times to t		e
			column on the left, please list (please read guidar	ice note 5)	
Sat					
Sun					
Н					
A ====	hira -f		Please give a description of the type of entertain	ment ver will b	
	hing of		providing	inient you will t	,e
		ription	PIOTIGNIE		
	at fallir				
within (e), (f) or (g)					
Standard days and					
timings (please read			l		
guidar	nce note	6)			
D	Ct	Fig.1-1	Nillable and add a second a se	1 - 1 - 1	
Day	Start	Finish	Will this entertainment take place indoors or	Indoor	
			outdoors or both – please tick [ ] (please read	0	
			guidance note 2)	Outdoor	
Man		-	1	Doth	
Mon				Both	
l			1		
I	I	I	I	1 1	

Tue		Please give further details here (please read guidance note 3)
Wed		
Thur		State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)
Fri		
Sat	-	Non standard timings. Where you intend 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)
Sun		8

Provision of facilities for making music Standard days and timings (please read guidance note 6)			Please give a description of the facilities for male be providing  Will the facilities for making music be indoors	king music you will	
			or outdoors or both – please tick [ ✓ ] (please read guidance note 2)	Outdoors	
Day	Start	Finish	Tead guidance note 2)	Both	
Mon			Please give further details here (please read guidance note 3)		
Tue			<b>-</b>		
Wed			State any seasonal variations for the provision of facilities for making music (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend 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		
Sat			<b>-</b> 5)		
Sun					

J					
Provision of facilities for			Will the facilities for dancing be indoors or outdoors or both – please tick [ * ] (see	Indoors	
danci			guidance note 2)	Outdoors	
timing	s (please nce note (	read		Both	
Day	Start	Finish	Please give a description of the facilities for dance providing		
Mon			Please give further details here (please read guida	nce note 3)	
Tue					
Wed			State any seasonal variations for providing danci read guidance note 4)	n <b>g facilities</b> (pleas	e
Thur					
Fri			Non standard timings. Where you intend to use the provision of facilities for dancing at different listed in the column on the left, please list (please	times to those	te
Sat			5)		
Sun					

# ĸ

facili ente simil to th with Stand timing		ent of a cription ng and e read	Please give a description of the type of entertainme will be providing	ent facility you
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both – please tick [ ] (please read	Indoor
			guidance note 2)	Outdoor
Mon	Mon			Both

Tue		Please give further details here (please read guidance note 3)
Wed		
Thur		State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j (please read guidance note 4)
Fri		
Sat		Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the
Sun		column on the left, please list (please read guidance note 5)

ı

Late night refreshment Standard days and timings (please read guidance note 6)		and read 5)	Will the provision of late night refreshment take place indoors or outdoors or both − please tick [ ✓ ] (please read guidance note 2)	Outdoors Outdoors
Day	Start	Finish		Both
Mon			Please give further details here (please read guid	dance note 3)
Tue				
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)	
Thur				
Fri			Non standard timings. Where you intend to use the provision of late night refreshment at differ listed in the column on the left, please list (please)	rent times, to those
Sat			note 5)	
Sun				

IV	1

<u> </u>					
Stand	l <b>y of al</b> ard days gs (please nce note	and read	Will the supply of alcohol be for consumption (Please tick box ♥) (please read guidance note 7)	k box 🗸)	
Day	Start	Finish	1	Both .	
Mon			State any seasonal variations for the guidance note 4)	supply of alcohol (please read	
Tue			-		
Wed			-		
Thur			Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri					
Sat					
Sun					

### $\overline{\mathsf{N}}$

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)

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day Start Finish		Finish	
Mon			
Tue			

Status: This is the original version (as it was originally made).

Wed			Non standard timings. Where you intend to the public at different times from those the left, please list (please read guidance no	listed in the column on
Thur	-			
Fri			•	
Sat			,	
Sun				
Please	identify t red as a co	hose condit	ions currently imposed on the licence which y of the proposed variation you are seeking	ou believe could be
l have e	enclosed ti	he premises	Please tick *	' yes
		-	part of the premises licence	If you have not ticked one of these boxes please fill in reasons for not including the licence, or part of it, below
Reaso	ns why I h	ave failed t	o enclose the premises licence or relevant par	t of premises licence

P Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:  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	eriore de la companya della companya della companya de la companya de la companya della companya				

Please tie	:k ✓ yes
<ul> <li>I have made or enclosed payment of the fee</li> <li>I have sent copies of this application and the plan to responsible authorities and others where applicable</li> <li>I understand that I must now advertise my application</li> <li>I have enclosed the premises licence or relevant part of it or explanation</li> <li>I understand that if I do not comply with the above requirements my application where the premises is a possible to the premise of the premise</li></ul>	vill
IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 OF STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 T A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION	
Part 5 – Signatures (please read guidance note10)	
Signature of applicant (the current premises licence holder) or applicant's solicitor or or authorised agent (please read guidance note 11). If signing on behalf of the applicant please in what capacity.	
Signature	
Date	
Capacity	
Where the premises licence is jointly held signature of 2 <sup>nd</sup> applicant (the current premi holder) or 2 <sup>nd</sup> applicant's solicitor or other authorised agent (please read guidance note signing on behalf of the applicant please state in what capacity.  Signature	ses licence 2). If
Date	
Capacity	
Contact name (where not previously given) and address for correspondence associate this application (please read guidance note 13)	d with
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

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence you should make a new premises licence application under section 17 of the Licensing Act 2003.

#### Notes for Guidance

- 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.
- Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
- For example 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.
- For example (but not exclusively), where the activity will occur on additional days during the summer months.
- For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- 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.
- 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.
- 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 gaming
  machines.
- Please list here steps you will take to promote all four licensing objectives together.
- The application form must be signed.
- An applicant's agent (for example 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.
- This is the address which we shall use to correspond with you about this application.

### **Schedule 5**

regulation 13

[Insert name and address of relevant licensing authority and its optional reference number (optional)]

# Application to vary a premises licence to specify an individual as designated premises supervisor under the Licensing Act 2003

premises supervisor 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.					
I/Webeing the premises licence holder, apply to vary  (full name(s) of premises licence holder) a premises licence to specify the individual named in this application as the premises supervisor under section 37 of the Licensing Act 2003					
Premises licence number					
Part 1 — Premises details  Postal address of premises or, if none, ordnance survey map reference or description					

Description of premises (please read guidance note 1)					
"	,				

Post code

Post town

Telephone number (if any)

Part 2
Full name of proposed designated premises supervisor
Personal licence number of proposed designated premises supervisor and issuing authority of that licence (if any)
Full name of existing designated premises supervisor (if any)
Please tick ✓ yes
I would like this application to have immediate effect under section 38 of the Licensing Act 2003
I have enclosed the premises licence or relevant part of it
(If you have not enclosed the premises licence, or relevant part of it, please give reasons why not)
Reasons why I have failed to enclose the premises licence or relevant part of it
Please tick ✓ yes
<ul> <li>I have made or enclosed payment of the fee</li> <li>I will give a copy of this application to the chief officer of police</li> <li>I have enclosed the consent form completed by the proposed premises supervisor</li> <li>I have enclosed the premises licence, or the relevant part of it or explanation</li> <li>I will give a copy of this form to the existing premises supervisor, if any</li> <li>I understand that if I do not comply with the above requirements my application will be rejected</li> </ul>

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 2)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 3). If signing on behalf of the applicant please state in what capacity.

Signature	
Date	,
Capacity	
For joint applications signature of 2 <sup>nd</sup> applicant or 2 <sup>nd</sup> agent (please read guidance note 4). If signing on behalf capacity.	oplicant's solicitor or other authorised of the applicant please state in what
Signature	,
Date Capacity	
Contact name (where not previously given) and address this application (please read guidance note 5)	s for correspondence associated with
Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-ma	il your e-mail address (optional)

### Guidance notes

- 1.
- 2.
- Describe the premises. For example the type of premises it is.

  The application form must be signed.

  An applicant's agent (for example 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. 3.
- 4. the application form.
- 5. This is the address which we shall use to correspond with you about this application.

#### Schedule 6

regulation 14

[Insert details including name and address of licensing authority and application reference if any (optional)]

# Application to transfer premises licence to be granted under the Licensing Act 2003

•	2005							
PLEASE READ THE FOLLO	WING I	NSTRUC	CTIONS 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.								
I/Weapply to	o transf	er the p	remises licence described					
(Insert name of applicant) below under section 42 of the Licensing Part 1 below	g Act 20	03 for t	he premises described in					
Premises licence number								
Part 1 – Premises details								
Postal address of premises or, if none, ordnan	ce survey	map refe	erence or description					
Post town		Post co	de					
Telephone number at premises (if any)								
,								
Please give a brief description of the premise	s							
·								
Name of current premises licence holder								
Part 2 - Applicant details								
In what capacity are you applying for the premis	es licence	to be trai	nsferred to you?					
			e tick 🗸 yes					
		riease	_					
a) an individual or individuals*		П	please complete section (A)					
b) a person other than an individual *								
i. as a limited company			please complete section (B)					
ii. as a partnership			please complete section (B)					
iii. as an unincorporated association or	<b>r</b> 67		please complete section (B)					

please complete section (B)

iv. other (for example a statutory corporation)

Status: This is the original version (as it was originally made).

c)	a recognise	d club				please complete section (B)		
d)	a charity					please complete section (B)		
e)	the proprietor of an educational establishment					please complete section (B)		
f)	a health ser	rvice body				please complete section (B)		
g)		ards Act 2000 (	ered under Part 2 ( (c14) in respect of			please complete section (B)		
h)	the chief of in England a	-	of a police force			please complete section (B)		
*If you	are applying	as a person de	scribed in (a) or (b	) pleas	se confirm:	Please tick ♥ yes		
	■ lam ca	arrying on or pr	roposing to carry o	n a bu	siness	rtease tick yes		
			e of the premises			ivities; or		
			ication pursuant to					
	0	statutory fur				п п		
	o a function discharged by virtue of Her Majesty's prerogative							
			3		, ,	_		
(A) IND	OIVIDUAL AP	PLICANTS (fill	in as applicable)					
Mr Surnam	м	rs	Miss	Eiro	Ms	Other title (for example, Rev)		
Surrian	ie			[ ]	it ilailles			
						Diagon tiek V		
l am 18	years old o	r over				Please tick ✓ yes		
address if differ	t postal s rent from es address							
				$\neg$				
Post To					Postcode			
Daytime contact telephone number								
E-mail (option	address nal)							

SECOND INDIVIDUAL APPLICANT (if applicable)						
Mr Surname	Mrs	Miss	Ms First names	Other title (for example, Rev)		
			· .			
I am 18 years old	or over			Please tick 🗸 yes		
Current postal address if different from premises address						
Post Town			Postcode			
Daytime contact t	elephone numb	er				
E-mail address (optional)						
any registered nur	me and registere mber. In the case	e of a partnershi	olicant in full. Where p or other joint vent ach party concerned	e appropriate please give ture (other than a body I.		
Address						
Registered number	er (where applica	able)				
Description of ap	plicant (for exam	nple partnership, o	company, unincorpor	rated association etc)		
Telephone numb	er, if any					
E-mail (optional)						

Part 3			
	F	Please tick *	' Yes
Are you the holder of the premises licence under an interim authority no	otice?		
Do you wish the transfer to have immediate effect?			
If not when would you like the transfer to take effect?  Day	Month	Year	
I have enclosed the concept form signed by the existing exemises licenses		Please tick '	Yes
I have enclosed the consent form signed by the existing premises licence	: notder		
If you have not enclosed the consent form referred to above please give What steps have you taken to try and obtain the consent?	e the reason	s why not.	
		Please tick	✓ Yes
If this application is granted I would be in a position to use the premises application period for the licensable activity or activities authorised by t (see section 43 of the Licensing Act 2003)	during the he licence		
	1	Please tick '	<b>Y</b> es
I have enclosed the premises licence			
If you have not enclosed premises licence referred to above please give	e the reasons	s why not.	

I have made or enclosed payment of the fee I have enclosed the consent form signed by the existing premises licence holder or my statement as to why it is not enclosed I have enclosed the premises licence or relevant part of it or explanation I have sent a copy of this application to the chief officer of police today 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 4 – Signatures (please read guidance note 2)
Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 3). If signing on behalf of the applicant please state in what capacity.
Signature
Date
Capacity
For joint applications signature of 2 <sup>nd</sup> applicant or 2 <sup>nd</sup> applicant's solicitor or other authorised agent (please read guidance note 4). If signing on behalf of the applicant please state in what capacity.
Signature
Date
Capacity
Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 5)
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)

Status: This is the original version (as it was originally made).

#### Notes for Guidance

- 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.
- 2. The application form must be signed.
- An applicant's agent (for example 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.
- 5. This is the address which we shall use to correspond with you about this application.

### Schedule 7

regulation 15

[Insert name and address of relevant licensing authority and its reference number (optional)]

### Interim authority notice under the Licensing Act 2003

	PLEASE READ THE FOLLO	WING IN	NSTRUCT	TONS 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.				
	give thi (Insert name of applicant) the Licensing Act 2003 for the pro			
Premis	ses licence number (if known)			
	– Premises details			
Postal	address of premises or, if none, ordnan	ce survey	map refer	ence or description
Post to	own		Post code	
Teleph	none number (if any)	-		
E-mail	l address (optional)			
Dart 2	– Notice giver details			•
	•		- 2	
	capacity are you giving the interim author tion 47 of licensing Act 2003	ority notic		ick <b>′</b> yes
a)	I am an individual with a legal interest i	n the prem	nises 🔲	please complete section (A)
	as freeholder or leaseholder		_	
ь)	I am a person other than an individual w	vith a legal	l	
	interest in the premises as freeholder or	r leasehold	er	
	i. a limited company			please complete section (B)
	ii. a partnership			please complete section (B)

please complete section (B) please complete section (B)

iii. an unincorporated association or

iv. other

Status: This is the original version (as it was originally made).

d) I have power of attorney which is registered	3)
premises acence noticer who is insolvent	3)
Date of lapsing of licence	
On what date Day Month Year	
(as applicable)	
did the former premises licence holder die?     was the power of attorney registered under	
section 6 of the Enduring Powers of Attorney Act	
1985?	
did the former holder become insolvent?	
(A) DETAILS OF INDIVIDUAL NOTICE GIVERS (fill in as applicable)  Mr Mrs Miss Ms Other title (for example, Rev)  Surname First names	
I am 18 years old or over	yes
Current postal address if different from premises address	
Post Town Postcode	
Post Town Postcode  Daytime contact telephone number	

DETAILS OF SECOND INDIVIDUAL NOTICE GIVER (IF APPLICABLE)				
Mr Surname	Mrs	Miss	Ms First names	Other title (for example, Rev)
Juliane			riistiidiiles	
I am 18 years old o	or over			Please tick ♥ yes
Current postal address if different from premises address				
Post Town			Postcod	e
Daytime contact t	elephone num	ber		
E-mail address (optional)				
(B) NON-INDIVIDUAL NOTICE GIVER Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned				
Name				
Address				
				*
Registered number (where applicable)				
Description of applicant (for example partnership, company, unincorporated association etc)				
Telephone numbe	er (if any)			
E-mail address (o	ptional)			

PART 3	Yes (please tick 🗸 )			
Has an interim authority notice previously been given relating to this premises and the former premises licence holder?	Day Marth Vers			
fuer please give the date	Day Month Year			
f yes please give the date				
Has there been an application to transfer the premises licence under section 50 of the Licensing Act 2003?				
	Please tick ♥ yes			
<ul> <li>I have made or enclosed payment of the fee</li> <li>I have sent a copy of this form to the chief officer of police for which the premises is situated</li> <li>I have notified the designated premises supervisor (if differen licence holder), if any</li> <li>I understand that if I do not comply with the above requirement be rejected</li> </ul>	t from the premises			
THIS NOTICE WILL LAPSE AT THE END OF THE SEVEN DA LAPSING OF THE PREMISES LICENCE UNLESS A COPY OF GIVEN TO THE CHIEF OFFICER OF POLICE FOR THE POLI POLICE AREA IN WHICH THE PREMISES IS SITUATED IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE OF STANDARD SCALE, UNDER SECTION 158 OF THE LICENS A FALSE STATEMENT IN OR IN CONNECTION WITH THI	THE NOTICE HAS BEEN CE AREA OR EACH UP TO LEVEL 5 ON THE SING ACT 2003 TO MAKE			
Part 4 – Signatures (please read guidance note1)				
Signature of notice giver or notice giver's solicitor or other duly au guidance note 2). If signing on behalf of the notice giver please stat				
Signature				
Date				
Capacity				
For joint notices signature of 2 <sup>nd</sup> notice giver or 2 <sup>nd</sup> notice giver's seagent (please read guidance note 3). If signing on behalf of the app capacity.	olicitor or other authorised licant please state in what			
Signature				
Date				
Capacity				

Status: This is the original version (as it was originally made).

Contact name (where not previously given) and address for correspondence associated with this notice (please read guidance note 4)				
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.The notice must be signed.
- 2. A notice giver's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
- 3. Where there is more than one notice giver, both notice givers or their respective agents must sign the application form.
- 4. This is the address which we shall use to correspond with you about this application.

### Schedule 8

regulation 16

[Insert name and address of relevant licensing authority and its reference number (optional)]

# Application for the review of a premises licence or club premises certificate under the Licensing Act 2003

	PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST			
f y	efore completing this form please read the guidance notes at the end of the form.  you are completing this form by hand please write legibly in block capitals. In all cases ensure that our answers are inside the boxes and written in black ink. Use additional sheets if necessary. ou may wish to keep a copy of the completed form for your records.			
Par	t 1	– Premises or club premises details		
		address of premises or club premises, or if non	e, ordnance survey map reference or	
		•		
Po	Post town Post code (if known)			
Vai	Name of premises licence holder or club holding club premises certificate (if known)			
M.	mha	r of premises licence or club premises certificat	a (if known)	
14	illoci	or premises acence or club premises certificat	e (II Kilowii)	
Pai	t 2	- Applicant details		
an	n	• •	Please tick 🕶 yes	
1)	an i	nterested party (please complete (A) or (B) below	v) 🗆	
	a)	a person living in the vicinity of the premises		
	b)	a body representing persons living in the vicinity the premises	of	
	c)	a person involved in business in the vicinity of the premises		
	d)	a body representing persons involved in busiless in the vicinity of the premises	· 🗆	

2) a responsible authority (please complete (C) below)
3) a member of the club to which this application relates (please complete (A) below)
(A) DETAILS OF INDIVIDUAL APPLICANT (fill in as applicable)
Mr Mrs Miss Ms Other title (for example, Rev)  Surname First names
Please tick ✓ yes
I am 18 years old or over
Current address
Post Town Postcode
Daytime contact telephone number
E-mail address (optional)
(B) DETAILS OF OTHER APPLICANT
Name and address
Telephone number (if any)
E-mail (optional)

(C) DETAILS OF RESPONSIBLE AUTHORITY APPLIC	CANT
Name and address	
	*
Telephone number (if any)	
E-mail (optional)	
,,	
This application to review relates to the following	
the prevention of crime and disorder	Please tick one or more boxes ♥
public safety	H
3) the prevention of public nuisance 4) the protection of children from harm	
Please state the ground(s) for review (please read	guidance note 1)
	<b>9</b>

Please provide as much inf note 2)	ormation as poss	ible to support the appli	ication (pleas	e read guidance
note 2)				
				-
-				
			1	

	Please tick	
Have you made an application for an invariant at this are	yes	
Have you made an application for review relating to this pre	emises before	
If yes please state the date of that application	Day Month Year	
, ,		
		_
If you have made representations before relating to this p	premises please state what they were	٦
and when you made them		
		-
		-
		-
		-
		-
		-
		-

	Please tick * yes
<ul> <li>I have sent copies of this form and enclosures to the rand the premises licence holder or club holding the cluappropriate</li> <li>I understand that if I do not comply with the above rebe rejected</li> </ul>	ub premises certificate, as
IT IS AN OFFENCE, LIABLE ON CONVICTION TO A STANDARD SCALE, UNDER SECTION 158 OF THE I A FALSE STATEMENT IN OR IN CONNECTION WIT	ICENSING ACT 2003 TO MAKE
Part 3 — Signatures (please read guidance note 3)	
Signature of applicant or applicant's solicitor or other duly a note 4). If signing on behalf of the applicant please state in	
Signature	
Date Capacity	
Contact name (where not previously given) and address fo this application (please read guidance note 5)	r correspondence associated with
Post town Po	st code
Telephone number (if any)	
If you would prefer us to correspond with you using an e-n (optional)	nail address your e-mail address

#### Notes for Guidance

- 1. The ground(s) for review must be based on one of the licensing objectives.
- Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
- 3. The application form must be signed.
- An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
- 5. This is the address which we shall use to correspond with you about this application.

#### **Schedule 9**

regulations 17, 18

#### PART A

[Insert name and address of relevant licensing authority and its reference number (optional)]

# Declaration for a club premises certificate to be granted under the Licensing Act 2003

### PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING DECLARATION

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.

#### Club Premises details

Name of club

Postal address of club, if any, or, if none, ordnance survey map reference or description				
Post Town	Postcode			
Telephone number (if any)				
E-mail (optional)				
CLUB DECLARATION AS TO QUALIFYING CLUB				
Insert name of club) leclarations	b makes the rollowing			
Where the club to which this application relates is: a registered society within the meaning of the Industrial and Provident Societies Act 1965; a registered society within the meaning of the Friendly Societies Act 1974; or a registered friendly society within the meaning of the Friendly Societies Act, the club declares that the club satisfies:				
the club declares that the club satisfies.	Please tick ♥ Yes			
Condition 1 in section 62(2) of the Licensing Act 2003				
lease give relevant club rule number(s)				
Condition 2 in section 62(3) of the Licensing Act 2003				
lease give relevant club rule number(s)				

Condition 4 in section 62(5) of the Licensing Act 2003	
·	
Does the club wish to supply alcohol to members and guests? If yes the club declares that -	
The purchase of alcohol for the club and the supply of alcohol by the club is under the control of the members or of a committee appointed by the members	
Please give relevant club rule number(s), if any	
2) Where the club to which this application relates is: an association organised for the social well-being and recreation of persons employed about coal mines, the club declares that the club satisfies:	in or
Please tick ✔	Yes
Condition 1 in section 62(2) of the Licensing Act 2003	
Please give relevant club rule number(s)	
Condition 2 in section 62(3) of the Licensing Act 2003	
Please give relevant club rule number(s)	
Does the club wish to supply alcohol to members and guests? If yes the club declares that it satisfies -	
First condition in section 66(4) of the Licensing Act 2003 Please give relevant club rule number(s), if any	
Second condition in section 66(5) of the Licensing Act 2003 Please give relevant club rule number(s), if any	
3) Where the club to which this application relates does not fall into the categories	
in 1 or 2 above, the club declares that the club satisfies:  Please tick ✓	Yes
Condition 1 in section 62(2) of the Licensing Act 2003	
Please give relevant club rule number(s)	

Condition 2 in section 62(3) of the Licensing Act 2003	
Please give relevant club rule number(s)	
Condition 3 in section 62(4) of the Licensing Act 2003	
The club's arrangements for restricting the club's freedom of purchase of alcohol are:	
(a) contained in club rule number(s),	
(b) or, as follows	
(Please provide a short description)	
The club's provisions by which money or property of the club or any gain arising from the of the club is or may be applied for charitable benevolent or political purposes are:	carrying on
(a) contained in club rule number(s),	
(b) or, as follows	
(Please provide a short description)	
The arrangements for giving members information about the finances of the club are:	
(a) contained in club rule number(s),	

b) or, as follows .	
(Please provide a short description)	
Please describe details of the books of account and other records ke of the information about finances given to members of the club or a number(s)	
	Please tick ✓ Yes
Condition 4 in section 62(5) of the Licensing Act 2003	
Condition 5 in section 62(6) of the Licensing Act 2003	
The club proposes to supply alcohol to members and guests and declares that the club satisfies:	
additional condition 1 in section 64(2) of the Licensing Act 2003	П
Please give relevant club rule number(s), if any	
additional condition 2 in section 64(3) of the Licensing Act 2003	
Please give relevant rule number(s), if any	
additional condition 3 in section 64(4) of the Licensing Act 2003	
Please give relevant club rule number(s), if any	
<b>G</b>	_

# 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

ldefinition in the club and have authority to bind the club and have authority to bind the club
Signature
Date:
Capacity

### Part B

# 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 note: If you are completing this form by hand please write legibly your answers are inside the boxes and written in black ink. You may wish to keep a copy of the completed form for your properties of the completed form for your properties.	in block capitals. In all cases ensure that Use additional sheets if necessary.
club applies for a club pren	nises certificate under section 71
(Insert name of club)	wihad in Dant 1 halan, /tha alub
of the Licensing Act 2003 for the premises desc premises)	ribed in Part 1 below (the club
premises,	
The club is making this application to you as th	e 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 t	he club
Post Town Po	stcode
Post Town	stcode
Daytime contact telephone number (if any)	
E-mail address (optional)	
Non-domestic rateable value of club premises.	
, to the same of the same	£
Are the club premises occupied and habitually used by the	club Yes No

	Day	Month	Year	
nen do you want the club premises certificate to start?				
ou wish the certificate to be valid only for a limited period,	Day	Month	Year	T-
en do you want it to end?				
eneral description of club (please read guidance note 1)				
	,			

In all cases complete boxes M, N, and O

Wh	at q	ualifying club activities do you intend to conduct on the club premises? Please tick	yes
Pro	visio	on of regulated entertainment:	
	a)	plays (if ticking yes, fill in box A)	П
	ь)	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)	
Pro	visio	on 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)	
		oply of alcohol by or on behalf of a club to, or to the order of, a member of the club ng yes, fill in box L)	
cor	sun	e by retail of alcohol by or on behalf of a club to a guest of a member of the club for aption on the premises where the sale takes place agy yes, fill in box L)	

### Α

Plays			Will the performance of a play take place	Indoors
	Standard days and timings (please read guidance note 6)		indoors or outdoors or both − please tick  [ ✓ ] (please read guidance note 2)  Outdoors	
Day	Start	Finish		Both
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)	
Thur				
Fri			Non standard timings. Where the club inten premises for the performance of a play at d those listed in the column on the left, pleas	ifferent times from
Sat	,		guidance note 5)	
Sun				

### В

_				
	Standard days and timings in		Will the exhibition of films take place	Indoors
			indoors or outdoors or both – please tick  [✓] (please read guidance note 2)	Outdoors
Day	Start	Finish	,	Both
Mon			Please give further details here (please read guidance note 3)	
Tue				
Wed			State any seasonal variations for the exhibition of film (please read guidance note 4)	
Thur				
Fri			Non standard timings. Where the club inter premises for the exhibition of film at different those listed in the column on the left, pleas	ent times from
Sat			guidance note 5)	
Sun				

### C

_					
Indoor sporting events Standard days and timings (please read guidance note 6)		timings	Please give further details here (please read guidance note 3)		
Day	Start	Finish	1		
Mon	-				
Tue			State any seasonal variations for indoor sporting events (please read guidance note 4)		
Wed					
Thur			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 (please read		
Fri			guidance note 5)		
Sat					
Sun					

### D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)		entertainments Indard days and timings lease read guidance note 6)  entertainment take place indoors or outdoors or both − please tick [ ✓ ] (please read guidance note 2)  Outdoors		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 and wrestling entertainment (please read guidance note 4)		
Thur					
Fri			Non-standard timings. Where the club interpremises for the boxing or wrestling entertadifferent times from those listed in the column.	ainment at	
Sat			please list (please read guidance note 5)		
Sun					

### Ε

Live music Standard days and timings(please read guidance note 6)		andard days and 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 the performance of live music (please read guidance note 4)	
Thur				
Fri			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 (please	
Sat			read guidance note 5)	
Sun				

#### F

Standa	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	
Day	Start	Finish	2)	Both
Mon			Please give further details here (please read guidance note 3)	
Tue			,	
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 4)	
Thur				
Fri			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 (please read guidance note 5)	
Sat				
Sun				

### G

_				
	Performances of dance Standard days and timings		Will the performance of dance take place indoors or outdoors or both – please tick	Indoors
	e read guida		[✓] (please read guidance note 2) Outdoors	
Day	Start	Finish	Both	
Mon			Please give further details here (please read guidance note 3)	
Tue				
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)	
Thur			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 (please read guidance note 5)	
Fri				
Sat				
Sun	,			

### Н

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)		that (e), (f) or d timings	Please give a description of the type of entertainment club will be providing	ent that the
Day	Start	Finish	Will this entertainment take place indoors or	Indoor
			outdoors or both – please tick [  ✓ ](please read guidance note 2)	Outdoor
Mon				Both
Tue			Please give further details here (please read guidance note 3)	
Wed				
Thur			State any seasonal variations for this entertainment (please read guidance note 4)	
Fri				

Sat			Non-standard timings. Where the club inte premises for this entertainment at differen	
			listed in the column on the left, please list (	
Sun			note s)	
	Provision of facilities		Please give a description of the type of fact music that the club will be providing	ilities for making
Standa	naking mu ard days and e read guida			
			Will the facilities for making music be	Indoors
Day	Start	Finish	indoors or outdoors or both – please tick [ ] (please read guidance note 2)	Outdoors Both
	Start	FIIIISII		
Mon			Please give further details here (please read	d guidance note 3)
Tue			-	
ruc			-	
Wed			State any seasonal variations for the provision of facilities for	
			making music (please read guidance note 4)	
Thur			1	
Fri			Non-standard timings. Where the club inte	
			different times from those listed in the col	
Sat			please list (please read guidance note 5)	
Sun			1	
			,	
Ī	-			
	ision of fa	cilities	Please give a description of the type of faci	ilities for dancing
for d	ancing ard days and	l timings	that the club will be providing	
(pleas	e read guida	nce note 6)		
			Will the facilities for dancing be indoors	Indoors
		1 =	or outdoors or both – please tick [ * ] (please read guidance note 2)	Outdoors
Day	Start	Finish	,	Both
Mon			Please give further details here (please read guidance note 3)	
Tue			-	
Tue				

Wed		State any seasonal variations for the provision of dancing facilities (please read guidance note 4)
Thur		
Fri		Non-standard timings. Where the club intends to use the premises for the provision of dancing facilities at different times from those listed in the column on the left, please list
Sat		(please read guidance note 5)
Sun		

### ĸ

for essimilathat	sion of fa ntertainm ar descrip falling wit ard days and e read guida	ent of a tion to thin i or j	Please give a description of the type of entertainment facility the club will be providing		
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both − please tick [ ✓ ](please read	Outdoor	
Mon ·			guidance note 2)	Both	
Tue	1		Please give further details here (please read guidance note 3)		
Wed					
Thur		-	State any seasonal variations for the provision of this entertainment facility (please read guidance note 4)		
Fri					
Sat			Non-standard timings. Where the club intends to use the premises for the provision of facilities for this entertainment at different times from those listed in the column on the left, please list (please read guidance note 5)		
Sun					

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Supply of alcohol Standard days and timings (please read guidance note 6)		d timings	Will the supply of alcohol be for consumption (Please tick box ) (please read guidance note 7)	On the premises Off the premises
Day	Start	Finish	1	Both
Mon			State any seasonal variations (please	e read guidance note 4)
Tue				
Wed				
Thur			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 (please read	
Fri			guidance note 5)	
Sat				
Sun				

#### м

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			
l			Non standard timings. Where you intend the premises to be
Thur			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)
Fri			
Sat			

Status: This is the original version (as it was originally made).

Sun			
N			
matte	ers ancillary	ny adult ente to the use of ad guidance r	ertainment or services, activities, or other entertainment or i the club premises that may give rise to concern in respect of 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	
- The protection of children from harm	

Please tick ✓ yes
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 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 e-mail address (optional)

#### Notes for Guidance

- 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 offsupplies you must include a description of where the place will be and its proximity to the
  premises.
- Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
- 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.
- For example (but not exclusively) where the activity will occur on additional days during the summer months.
- For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- 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, 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.
- 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 seminudity, films for restricted age groups etc 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.

### Schedule 10

regulation 19

[Insert name and address of relevant licensing authority and its reference number (optional)]

# 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.				
(Insert name of club) of the Licensing Act 2003 for the premises named in Part 1 below				
Club premises certificate number				
Part 1 – Club premises details				
Name of club				
Postal address of premises, if any, or if none ordnance	e 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 t	he 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 –	Арр	licant	details
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Daytime contact te	lephone number (if any)		
-mail address optional)			
Current postal iddress if different from oremises address			
Post Town		Postcode	
Part 3 - Variatio	on		
Oo you want the pr	oposed variation to have effect as	soon as possible?	Please tick yes
f not do you want	the variation to take effect from	Day	Month Year
Please describe b	riefly the nature of the proposed	I variation (Please se	e guidance note 1)
f the club's propos	ed variation would mean that 5,00	0 or more people are	avpected

Please complete those parts of the Club Operating Schedule which would be subject to change if this

### Part 4 - Club Operating Schedule

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 ✓ yes Provision of regulated entertainment: 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) 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

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

consumption on the premises where the sale takes place

(if ticking yes, fill in box L)

(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

### Α

Plays		·	Will the performance of a play take place	Indoors
Standard days and timings (please read guidance note 6)			indoors or outdoors or both – please tick  [ '] (please read guidance note 2)	Outdoors
Day	Start	Finish	1	Both
Mon			Please give further details here (please read	guidance note 3)
Tue				
Wed		,	State any seasonal variations for performin guidance note 4)	<b>g plays (</b> please read
Thur				
Fri			Non standard timings. Where the club inter- premises for the performance of a play at d those listed in the column on the left, pleas	ifferent times fron
Sat			guidance note 5)	
Sun				

## В

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	
Day	Start	Finish	[ ] (please read guidance note 2)	Both	
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the exhibition of film (please read guidance note 4)		
Thur					
Fri			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 (please read		
Sat			guidance note 5)		
Sun					

### C

_			
Indoor sporting events Standard days and timings (please read guidance note 6)		timings	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			
Thur			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 (please read
Fri			guidance note 5)
Sat			
Sun			

### D

_				
	Boxing or wrestling		Will the boxing or wrestling	Indoors
entertainments Standard days and timings (please read guidance note 6)		timings	entertainment take place indoors or outdoors or both – please tick [ ~ ] (please read guidance note 2)	Outdoors
Day	Start	Finish		Both
Mon			Please give further details here (please read	guidance note 3)
Tue				
Wed			State any seasonal variations for boxing and wrestling entertainment (please read guidance note 4)	
Thur				
Fri			Non-standard timings. Where the club into premises for the boxing or wrestling enter different times from those listed in the co	tainment at
Sat			please list (please read guidance note 5)	
Sun				

### Ε

Live music Standard days and timings		timings	Will the performance of live music take place indoors or outdoors or both –	Indoors
(please read guidance note 6)			please tick [ ~ ] (please read guidance note	Outdoors
Day	Start	Finish	2)	Both
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)	
Thur				
Fri			Non-standard timings. Where the club inte premises for the performance of live music from those listed in the column on the left	at different times
Sat			read guidance note 5)	
Sun				

#### F

Stand	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	Indoors Outdoors
Day	Start	Finish	2)	Both
Mon			Please give further details here (please read	guidance note 3)
Tue				
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 4)	
Thur				
Fri			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 (please	
Sat			read guidance note 5)	
Sun				

# G

_				
Performances of dance			Will the performance of dance take place	Indoors
	andard days and timings ease read guidance note 6)		indoors or outdoors or both – please tick  [ '] (please read guidance note 2)	Outdoors
Day	Start	Finish		Both
Mon			Please give further details here (please read	guidance note 3)
Tue				
Wed			State any seasonal variations for the performance of dance (please read guidance note 4)	
Thur				
Fri			Non-standard timings. Where the club interpremises for the performance of dance at d those listed in the column on the left, pleas	ifferent times from
Sat			guidance note 5)	
Sun				

## $\overline{\mathsf{H}}$

<u> </u>				
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 entertain club will be providing	nment that the
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick [ ✓ ](please read guidance note 2)	Indoor Outdoor
Mon			Thote 2)	Both
Tue			Please give further details here (please read guid	dance note 3)
Wed				
Thur			State any seasonal variations for this entertain read guidance note 4)	ment (please
Fri				

Sat			Non-standard timings. Where the club interpremises for this entertainment at different listed in the column on the left, please list (guidance note 5)	t times from those
Sun				
for m	sion of fa naking mu ard days and e read guida	ısic	Please give a description of the type of facil music that the club will be providing	lities for making
			Will the facilities for making music be	Indoors
			indoors or outdoors or both – please tick	Outdoors
Day	Start	Finish	[ <u>v</u> ](please read guidance note 2)	Both
Mon			Please give further details here (please read	guidance note 3)
Tue				
Wed			State any seasonal variations for the provis making music (please read guidance note 4)	ion of facilities for
Thur				
Fri			Non-standard timings. Where the club interpremises for the provision of facilities for number of times from those listed in the column to the	naking music at
Sat			please list (please read guidance note 5)	
Sun				
for d	sion of fa ancing ard days an e read guida		Please give a description of the type of faci that the club will be providing	lities for dancing
			Will the facilities for dancing be indoors or outdoors or both – please tick [ ' ]	Indoors
Day	Start	Finish	(please read guidance note 2)	Outdoors Both
Mon			Please give further details here (please read	guidance note 3)
Tue				

Wed		State any seasonal variations for the provision of dancing facilities (please read guidance note 4)
Thur		
Fri		Non-standard timings. Where the club intends to use the premises for the provision of dancing facilities at different times from those listed in the column on the left, please list
Sat		(please read guidance note 5)
Sun		

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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)			Please give a description of the type of entertai the club will be providing	nment facility
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both – please tick [ * ](please read guidance note 2)	Outdoor
Mon				Both
Tue			Please give further details here (please read guidance note 3)	
Wed				-
Thur			State any seasonal variations for the provision of this entertainment facility (please read guidance note 4)	
Fri				
Sat			Non-standard timings. Where the club intends premises for the provision of facilities for this eat different times from those listed in the columplease list (please read guidance note 5)	entertainment
Sun		-		

Supply of alcohol Standard days and timings (please read guidance note 6)		l timings	Will the supply of alcohol be for consumption (Please tick box ✓) (please read guidance note 7)	On the premises Off the premises
Day	Start	Finish		Both
Mon			State any seasonal variations (please re	ead guidance note 4)
Tue				
Wed				
Thur			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 (please reaching the column of the left, please list).	
Fri			guidance note 5)	
Sat				
Sun				

# М

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			Non standard timings. Where you intend the premises to be open to the members and guests at different times from those
Thur			listed in the column on the left, please list (please read guidance note 5)
Fri			
Sat			

Sun	
N	
Pleas	se highlight any adult entertainment or services, activities, or other entertainment or sers ancillary to the use of the club premises that may give rise to concern in respect of tren (please read guidance note 8)
$\overline{\circ}$	
	se identify those conditions currently imposed on the certificate which you believe could be
I have	Please tick ♥ yes enclosed the club premises certificate
	enclosed the relevant part of the remises certificate
	have not ticked one of these boxes please fill in reasons for not including the icate, or part of it below
Reas	sons why the club has failed to enclose the club premises certificate or relevant part of it
I	

Describe the steps you intend to take to promote the four licensing objectives:
General – all four licensing objectives (b,c,d,e) (please read guidance note 9)
b) The prevention of crime and disorder
Public safety
·
f) The prevention of public nuisance
e) The protection of children from harm
, p

	Please tick 💆 yes
<ul> <li>I have made or enclosed payment of the fee</li> <li>I have sent copies of this application and the plan</li> <li>I understand that I must now advertise my application</li> <li>I have enclosed the club premises certificate or rei</li> <li>I understand that if I do not comply with the above be rejected</li> </ul>	ation
IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UNDER SECTION 158 OF THE LICENSING ACT 2003 TO ICONNECTION WITH THIS APPLICATION	
Part 5 – Signatures (please read guidance note 10)	
( (Insert full name)make this applicate authority to bind the club	tion on behalf of the club and have
Signature	
Date	
Capacity	
Address for correspondence associated with this applic	ration (please read guidance note 11)
Address for correspondence associated with this applic	action (please read guidance note 11)
Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e ma	il 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
- 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. (eg 16:00)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 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 etc gambling machines etc
- 9. Please list here steps you will take to promote all four licensing objectives together.
- 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.

#### Schedule 11

regulation 24

#### Part A

#### Consent of individual to being specified as premises supervisor

I [full name of prospective premises supervisor] of [home address of prospective premises supervisor] hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for [type of application] by [name of applicant] relating to a premises licence [number of existing licence, if any] for [name and address of premises to which the application relates] and any premises licence to be granted or varied in respect of this application made by [name of applicant] concerning the supply of alcohol at [name and address of premises to which application relates]. I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number [insert personal licence number, if any] Personal licence issuing authority [insert name and address and telephone number of personal licence issuing authority, if any]
signedname (please print)dated
PART B
Consent of premises licence holder to transfer
I/we [full name of premises licence holder(s)] the premises licence holder of premises licence number [insert premises licence number] relating to [name and address of premises to which the application relates] hereby give my consent for the transfer of premises licence number [insert premises licence number] to [full name of transferee].
name (please print)dated

#### Schedule 12

Regulation 33, 34

#### Part A

# Format of premises licence [Insert licensing authority details]

Premises licence number		
Part 1 - Premises details		
Postal address of premises, or if none, ordnance survey map reference or description		
Post town	Post code	
Telephone number		
Where the licence is time limited the dates		
Licensable activities authorised by the licence	'	
The times the licence authorises the carrying out of licence	censable activities	
The opening hours of the premises		
Where the licence authorises supplies of alcohol whet	her these are on and/or off supplies	
118		

Part 2	
Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence	
Registered number of holder, for example company number, charity number (where applicable)	
Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol	
Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply of alcohol	

Annex 1 - Mandatory conditions

Status: This is the original version (as it was originally made).

## Annex 2 - Conditions consistent with the Operating Schedule

Annex 3 - Conditions attached after a hearing by the licensing authority

Status: This is the original version (as it was originally made).

Annex 4 - Plans

#### Part B

### Premises licence summary

Premises licence number	
Premises details	
Postal address of premises, or if none, ordnance	survey map reference or description
Post town	Post code
Telephone number	
Where the licence is time limited the dates	
Licensable activities authorised by the licence	
*	
The street she live and the street she are street	4 - 6 11 11
The times the licence authorises the carrying ou	it of licensable activities
The common house of the committee	
The opening hours of the premises	

Where the licence authorises supplies of alcohol whether these are on and/or off supplies
Where the treates authorises supplies of account whether these are of alloyof off supplies
Name (and the state of helder of any size lives of
Name, (registered) address of holder of premises licence
Registered number of holder, for example company number, charity number (where applicable)
applicable)
Name of designated premises supervisor where the premises licence authorises the supply of alcohol
·
State whether access to the premises by children is restricted or prohibited

#### Schedule 13

regulation 35, 36

#### Part A

# Club premises certificate [Insert licensing authority details]

[Insert licensing authority details]		
Club premises certificate number		
Club details		
Name of club in whose name this certificate is g	ranted and relevant postal address of club	
Address		
Post town	Post code	
Telephone number		
16.116		
If different from above the postal address of clu any, or if none, ordnance survey map reference	b premises to which this certificate relates, if or description	
D. A.A.	Don't and	
Post town Telephone number	Post code	
retephone number		
Where the club premises certificate is time limi	ted the dates	
Qualifying club activities authorised by the cert	tificate	
	126	

The times the certificate authorises the carrying out of qualifying club activities	
The opening hours of the club	
Where the certificate authorises supplies of alcohol whether these are on and/or off supplies	

## Annex 1 - Mandatory conditions

Status: This is the original version (as it was originally made).

Annex 2 - Conditions consistent with the Club Operating Schedule

## Annex 3 - Conditions attached after a hearing by the licensing authority

Status: This is the original version (as it was originally made).

Annex 4 - Plans

#### Part B

## Club premises certificate summary [Insert Licensing authority details]

Club premises certificate number		
Club details		
Name of club in whose name the certificate is granted and relevant registered postal address of club		
Address		
Post town	Post code	
Telephone number		
If different from above the postal address of club prem if none, ordnance survey map reference or description		
Post town	Post code	
Telephone number		
Where the club premises certificate is time limited the	e dates	
Qualifying club activities authorised by the certificate		

The times the certificate authorises the carrying out of qualifying club activities
•
The opening hours of the club
Where the certificate authorises supplies of alcohol whether these are on and/or off supplies
State whether access to the club premises by children is restricted or prohibited

#### EXPLANATORY NOTE

(This note is not part of the Regulations)

The Licensing Act 2003 (c. 17) (the Act) provides for the licensing of premises for the sale by retail of alcohol, the supply of alcohol by or on behalf of a club to, or to the order of a member of the club, the provision of regulated entertainment and the provision of late night refreshment. These Regulations set out the detailed requirements relating to applications, notices and representations given or made under Parts 3 and 4 of the Act and reviews made under those Parts and Part 8 of the Act.

In particular, these Regulations, provide that weights and measures authorities are responsible authorities (regulation 7). Also, that persons with a prescribed interest in a premises include those with a legal interest as freeholder or leaseholder (regulation 8) and Schedule 1 sets out the form of the notice to be given by a person to notify a relevant licensing authority of his, her or its interest in a licensed premises (regulation 9).

Regulations 10 to 16 and Schedules 2 to 8 set out the form of applications and notices for the grant of a premises licence, the issue of a provisional statement, an application for variation of a premises licence, an application to vary a premises licence to specify the premises supervisor, an application to transfer a premises licence, the giving of an interim authority notice and an application for the review of a premises licence.

Regulations 17 to 20 and Schedules 9 and 10 set out the form of applications and declarations given by qualifying clubs. These include the form of the club declaration in which a club shows that it is a qualifying club, an application for a club premises certificate, and an application to vary a club premises certificate. Schedule 8 also sets out the form for an application to review a club premises certificate.

The Regulations provide that applications, notices and representations must be given or made in writing but includes a discretion for this requirement to be fulfilled by electronic means (regulation 21).

Regulation 22 sets out the time limits during which representations must be made. Regulation 23 sets out the detailed requirements for plans of premises and club premises to be submitted with applications.

Regulation 24 and Schedule 11 set out the form of consents to be given by the premises supervisor of a premises and the holder of the premises licence in certain circumstances.

Regulations 25, 26, 38 and 39 set out the requirements for the advertisement of applications and reviews by applicants and by relevant licensing authorities.

Regulation 27 requires that persons or clubs applying for a premises licence, club premises certificate, provisional statement, variation of a premises licence or club premises certificate, review of a premises licence or club premises certificate give notice of the application by giving each responsible authority a copy of the application together with its accompanying documents on the same day as the day on which that application is given to the relevant licensing authority. Further, regulations 28 and 29 set out the requirements for giving of notices to the chief officer of police, the premises supervisor, the responsible authorities, the holder of the premises licence and the club holding the club premises certificate in a number of circumstances where this is required by the Act.

Regulations 33 to 36 provide for the form of a premises licence and club premises certificate and regulation 30 states that they may not be granted to have effect until the second appointed day.

Regulations 31 and 32 provide that the notification from a licensing authority that any representations or a ground for review is frivolous, vexatious or repetitious must be given in writing and as soon as reasonably practicable.

Regulation 37 sets out the requirements for the notice given by the relevant licensing authority to the holder of the premises licence and responsible authorities in respect of the review of a premises licence following a closure order under Part 8 of the Act.

Regulations 40 and 41 provide that the relevant licensing authority must provide the forms listed in the Schedules to these Regulations on request and that a licensing authority cannot reject any application or notice by reason only that it is given on a form provided from another source other than that relevant licensing authority. Finally, regulation 42 requires the relevant licensing authority to acknowledge a notice received by it under section 178 of the Act.

A Regulatory Impact Assessment in relation to these Regulations has been placed in the libraries of both Houses of Parliament and copies may be obtained from the Alcohol and Entertainment Licensing Branch of the Department for Culture, Media and Sport, 3rd Floor, 2-4 Cockspur Street, London SW1Y 5DH or viewed on the Department's website, www.culture.gov.uk.