

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

Form with fields: Name of club, Postal address of club, Post Town, Postcode, Telephone number (if any), E-mail (optional)

CLUB DECLARATION AS TO QUALIFYING CLUB STATUS

..... club makes the following (Insert name of club) declarations

- 1) 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:

Please tick Yes

Condition 1 in section 62(2) of the Licensing Act 2003 [checkbox]

Please give relevant club rule number(s) [input box]

Condition 2 in section 62(3) of the Licensing Act 2003 [checkbox]

Please give relevant club rule number(s) [input box]

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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 in or  
about coal mines, 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)

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 carrying on of the club is or may be applied for charitable benevolent or political purposes are:

(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),

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(b) or, as follows

*(Please provide a short description)*

**Please describe details of the books of account and other records kept to ensure the accuracy of the information about finances given to members of the club or give the relevant rule 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

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

**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**

**I ....., make this declaration on behalf of the club and have authority to bind the club**

**Signature**

.....

**Date**.....

.....

**Capacity**

.....

*Status: This is the original version (as it was originally made).*

**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 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 applies for a club premises certificate under section 71  
 (Insert name of club)  
 of the Licensing Act 2003 for the premises described in Part 1 below (the club premises)

The club is making this application to you as the relevant licensing authority in accordance with section 68 of the Licensing Act 2003

**Part 1 – Club premises details**

Name of club	
Postal address of premises or, if none, ordnance survey map reference or description	
Post Town	Postcode
Telephone number (if any)	
E-mail address (optional)	

Name of person performing duties of a secretary to the club	
Address of person performing duties of a secretary to the club	
Post Town	Postcode
Daytime contact telephone number (if any)	
E-mail address (optional)	

Non-domestic rateable value of club premises. £

Are the club premises occupied and habitually used by the club      Yes       No

## Part 2 – Club Operating Schedule

When do you want the club premises certificate to start?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

**General description of club (please read guidance note 1)**

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

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What qualifying club activities do you intend to conduct on the club premises? 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**   
(if ticking yes, fill in box L)

**The sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place**   
(if ticking yes, fill in box L)

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



**A**

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

**B**

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

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

**C**

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

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick [✓] (please read guidance note 2)</b>	
Day	Start	Finish	Indoors	Outdoors
Mon				
Tue				
Wed				
Thur				
Fri				
Sat				
Sun				

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

**E**

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

**F**

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

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

### G

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

### H

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

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

Sat			<b>Non-standard timings. Where the club intends to use the premises for this entertainment at different times from those listed in the column on the left, please list</b> (please read guidance note 5)
Sun			

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

<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the type of facilities for dancing that the club will be providing</b>	
			<b>Will the facilities for dancing be indoors or outdoors or both – please tick [✓] (please read guidance note 2)</b>	Indoors Outdoors Both
Day	Start	Finish		
Mon			<b>Please give further details here</b> (please read guidance note 3)	
Tue				

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

Wed			<b>State any seasonal variations for the provision of dancing facilities</b> (please read guidance note 4)
Thur			
Fri			<b>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</b> (please read guidance note 5)
Sat			
Sun			

**K**

<b>Provision of facilities for entertainment of a similar description to that falling within i or j</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the type of entertainment facility the club will be providing</b>	
Day	Start	Finish	<b>Will the entertainment facility be indoors or outdoors</b> <b>or both – please tick [ ✓ ]</b> (please read guidance note 2)	Indoor
Mon				Outdoor
				Both
Tue			<b>Please give further details here</b> (please read guidance note 3)	
Wed				
Thur			<b>State any seasonal variations for the provision of this entertainment facility</b> (please read guidance note 4)	
Fri				
Sat			<b>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</b> (please read guidance note 5)	
Sun				

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**L**

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

**M**

<b>Hours club premises are open to the members and guests</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)
Day	Start	Finish	
Mon			<b>Non standard timings. Where you intend the premises to be open to the members and guests at different times from those listed in the column on the left, please list</b> (please read guidance note 5)
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

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

Sun			

**N**

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



**○**

**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**

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

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

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. Please state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively) where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock. (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If the club wishes members and their guests to be able to consume alcohol on the premises please tick on, if the club wishes people to be able to purchase alcohol to consume away from the premises please tick off. If the club wishes people to be able to do both please tick both.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (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.
10. The application form must be signed.
11. This is the address which we will use to correspond with the club about this application.