

**Declaration for a club premises certificate to be granted under the LA 2003 and application for a club premises certificate**

**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**

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

**CLUB DECLARATION AS TO QUALIFYING CLUB STATUS**

*(Insert name of club)*

**club makes the following 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

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 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),

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

**I/WE UNDERSTAND THAT IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

I \_\_\_\_\_ ,

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

Signature

.....

Date

.....

Capacity

.....

As a public body, we are under a duty to protect the public funds that we administer, and to this end may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

|

**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.

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You may wish to keep a copy of the completed form for your records.

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*(Insert name of club)*

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

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

**Part 1 – Club premises details**

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

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

|   |   |
|---|---|
| Non-domestic rateable value of premises | £ |
|---|---|





In all cases complete boxes K and L.

A

| Plays<br>Standard days and<br>timings (please read<br>guidance note 7) |       |        | <u>Will the performance of a play take place<br/>indoors or outdoors or both – please tick</u><br>(please read guidance note 3)   | Indoors  | <input type="checkbox"/> |
|--|-------|--------|---|----------|--------------------------|
| Day  | Start | Finish |   | Outdoors | <input type="checkbox"/> |
| Mon  |       |        | <u>Please give further details here</u> (please read guidance note 4)   | Both     | <input type="checkbox"/> |
| Tue  |       |        |   |          |                          |
| Wed  |       |        | <u>State any seasonal variations for performing plays</u> (please read<br>guidance note 5)  |          |                          |
| Thur   |       |        |   |          |                          |
| Fri  |       |        | <u>Non standard timings. Where the club intends to use the premises<br/>for the performance of a play at different times from those listed<br/>in the column on the left, please list</u> (please read guidance note 6) |          |                          |
| Sat  |       |        |   |          |                          |
| Sun  |       |        |   |          |                          |
|  |       |        |   |          |                          |

## B

|   |       |        |   |          |                          |   |  |  |
|---|-------|--------|---|----------|--------------------------|---|--|--|
| <b>Films</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3) | Indoors  | <input type="checkbox"/> |   |  |  |
|   |       |        |   | Outdoors | <input type="checkbox"/> |   |  |  |
|   |       |        |   | Both     | <input type="checkbox"/> |   |  |  |
| Day   | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 4)  |          |                          |   |  |  |
| Mon   |       |        |   |          |                          |   |  |  |
| Tue   |       |        |   |          |                          |   |  |  |
| Wed   |       |        |   |          |                          | <b><u>State any seasonal variations for the exhibition of film</u></b> (please read guidance note 5)  |  |  |
| Thur  |       |        |   |          |                          |   |  |  |
| Fri   |       |        |   |          |                          | <b><u>Non standard timings. Where the club intends to use the premises for the exhibition of film at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6) |  |  |
| Sat   |       |        |   |          |                          |   |  |  |
| Sun   |       |        |   |          |                          |   |  |  |

C

|  |       |        |   |
|--|-------|--------|---|
| <b>Indoor sporting events</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Please give further details here</u></b> (please read guidance note 4)  |
| Day  | Start | Finish |   |
| Mon  |       |        | <b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)  |
| Tue  |       |        |   |
| Wed  |       |        |   |
| Thur   |       |        | <b><u>Non-standard timings. Where the club intends to use the premises for indoor sporting events at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6) |
| Fri  |       |        |   |
| Sat  |       |        |   |
| Sun  |       |        |   |
|  |       |        |   |

## D

| <b>Boxing or wrestling entertainments</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)  | Indoors  | <input type="checkbox"/> |
|--|-------|--------|--|----------|--------------------------|
| Day  | Start | Finish |  | Outdoors | <input type="checkbox"/> |
| Mon  |       |        | <b><u>Please give further details here</u></b> (please read guidance note 4)   | Both     | <input type="checkbox"/> |
| Tue  |       |        |  |          |                          |
| Wed  |       |        | <b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)  |          |                          |
| Thur   |       |        |  |          |                          |
| Fri  |       |        | <b><u>Non-standard timings. Where the club intends to use the premises for the boxing or wrestling entertainment at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6) |          |                          |
| Sat  |       |        |  |          |                          |
| Sun  |       |        |  |          |                          |

# E

| <b>Live music</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b><br>(please read guidance note 3)   | Indoors  | <input type="checkbox"/> |
|--|-------|--------|--|----------|--------------------------|
|  |       |        |  | Outdoors | <input type="checkbox"/> |
|  |       |        |  | Both     | <input type="checkbox"/> |
| Day  | Start | Finish | <b><u>Please give further details here</u></b> (please read guidance note 4)   |          |                          |
| Mon  |       |        |  |          |                          |
| Tue  |       |        | <b><u>State any seasonal variations for the performance of live music</u></b><br>(please read guidance note 5)   |          |                          |
| Wed  |       |        |  |          |                          |
| Thur   |       |        | <b><u>Non-standard timings. Where the club intends to use the premises for the performance of live music at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6) |          |                          |
| Fri  |       |        |  |          |                          |
| Sat  |       |        |  |          |                          |
| Sun  |       |        |  |          |                          |

## F

| Recorded music<br>Standard days and<br>timings (please read<br>guidance note 7) |       |        | Will the playing of recorded music take place<br><u>indoors or outdoors or both – please tick</u><br>(please read guidance note 3)   | Indoors  | <input type="checkbox"/> |
|---|-------|--------|--|----------|--------------------------|
| Day   | Start | Finish |  | Outdoors | <input type="checkbox"/> |
| Mon   |       |        | <b><u>Please give further details here</u></b> (please read guidance note 4)   | Both     | <input type="checkbox"/> |
| Tue   |       |        |  |          |                          |
| Wed   |       |        | <b><u>State any seasonal variations for the playing of recorded music</u></b><br>(please read guidance note 5)   |          |                          |
| Thur  |       |        |  |          |                          |
| Fri   |       |        | <b><u>Non-standard timings. Where the club intends to use the premises for the playing of recorded music at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6) |          |                          |
| Sat   |       |        |  |          |                          |
| Sun   |       |        |  |          |                          |

# G

|   |       |        |   |          |                          |
|---|-------|--------|---|----------|--------------------------|
| <b>Performances of dance</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b><br>(please read guidance note 3)   | Indoors  | <input type="checkbox"/> |
|   |       |        |   | Outdoors | <input type="checkbox"/> |
|   |       |        |   | Both     | <input type="checkbox"/> |
| Day   | Start | Finish |   |          |                          |
| Mon   |       |        | <b><u>Please give further details here</u></b> (please read guidance note 4)  |          |                          |
| Tue   |       |        |   |          |                          |
| Wed   |       |        | <b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 5)  |          |                          |
| Thur  |       |        |   |          |                          |
| Fri   |       |        | <b><u>Non-standard timings. Where the club intends to use the premises for the performance of dance at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6) |          |                          |
| Sat   |       |        |   |          |                          |
| Sun   |       |        |   |          |                          |

# H

|  |       |        |   |          |                          |
|--|-------|--------|---|----------|--------------------------|
| <b>Anything of a similar description to that falling within (e), (f) or (g)</b><br>Standard days and timings (please read guidance note 7) |       |        | Please give a description of the type of entertainment that the club will be providing  |          |                          |
| Day  | Start | Finish | <b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)  | Indoors  | <input type="checkbox"/> |
| Mon  |       |        |   | Outdoors | <input type="checkbox"/> |
|  |       |        |   | Both     | <input type="checkbox"/> |
| Tue  |       |        | <b><u>Please give further details here</u></b> (please read guidance note 4)  |          |                          |
|  |       |        |   |          |                          |
| Wed  |       |        |   |          |                          |
| Thur   |       |        | <b><u>State any seasonal variations for this entertainment</u></b> (please read guidance note 5)  |          |                          |
|  |       |        |   |          |                          |
| Fri  |       |        |   |          |                          |
| Sat  |       |        | <b><u>Non-standard timings. Where the club intends to use the premises for this entertainment at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6) |          |                          |
| Sun  |       |        |   |          |                          |



**I**

|   |       |        |  |                  |                          |
|---|-------|--------|--|------------------|--------------------------|
| <b>Supply of alcohol</b><br>Standard days and timings (please read guidance note 7) |       |        | <b><u>Will the supply of alcohol be for consumption -please tick</u></b> (please read guidance note 8)   | On the premises  | <input type="checkbox"/> |
|   |       |        |  | Off the premises | <input type="checkbox"/> |
|   |       |        |  | Both             | <input type="checkbox"/> |
| Day   | Start | Finish | <b><u>State any seasonal variations</u></b> (please read guidance note 5)  |                  |                          |
| Mon   |       |        |  |                  |                          |
| Tue   |       |        |  |                  |                          |
| Wed   |       |        |  |                  |                          |
| Thur  |       |        |  |                  |                          |
| Fri   |       |        |  |                  |                          |
| Sun   |       |        |  |                  |                          |
|   |       |        | <b><u>Non-standard timings. Where the club intends to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6) |                  |                          |
| Thur  |       |        |  |                  |                          |
| Fri   |       |        |  |                  |                          |
| Sat   |       |        |  |                  |                          |
| Sun   |       |        |  |                  |                          |

**J**

|  |       |        |  |
|--|-------|--------|--|
| <b>Hours club premises are open to the members and guests</b><br>Standard days and timings (please read guidance note 7) |       |        | <u>State any seasonal variations</u> (please read guidance note 5)   |
| Day  | Start | Finish |  |
| Mon  |       |        |  |
| Tue  |       |        |  |
| Wed  |       |        |  |
| Thur   |       |        |  |
| Fri  |       |        |  |
| Sat  |       |        |  |
| Sun  |       |        | <b><u>Non standard timings. Where you intend the premises to be open to the members and guests at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6) |

**K**

|   |
|---|
| <p><b>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</b> (please read guidance note 9).</p> |
|---|

## **L**

**Describe the steps you intend to take to promote the four licensing objectives:**

**a) General – all four licensing objectives (b,c,d,e) (please read guidance note 10)**

**b) The prevention of crime and disorder**

**c) Public safety**

**d) The prevention of public nuisance**

**e) The protection of children from harm**

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and plan to the responsible authorities.
- I have completed and enclosed the club declaration and enclose a copy of the club rules.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

**I/WE UNDERSTAND THAT IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**Data Protection and Privacy**

Any data supplied by you on this form will be processed in accordance with the General Data Protection Regulations, in supplying it you consent to the Council processing the data for the purpose it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law.

Data is deleted in accordance with our data retention policy. Our privacy policy is published on our web site [www.runnymede.gov.uk](http://www.runnymede.gov.uk)

**Part 3 – Signatures (please read guidance note 11)**

**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 12)

|                           |  |           |  |
|---------------------------|--|-----------|--|
|                           |  |           |  |
| 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)

The Council may be statutorily required to supply any information you provide, to other bodies exercising functions of a public nature, for the prevention and detection of fraud. For further information, please see [www.runnymede.gov.uk/DataMatching](http://www.runnymede.gov.uk/DataMatching)

## 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. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:
    - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or

(iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. 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.
  5. For example (but not exclusively) where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
  7. 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.
  8. If the club wishes members and their guests to be able to consume alcohol on the premises please tick 'on the premises'. If the club wishes people to be able to purchase alcohol to consume away from the premises please tick 'off the premises'. If the club wishes people to be able to do both please tick 'both'.
  9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, gambling machines etc.
  10. Please list here steps you will take to promote all four licensing objectives together.
  11. The application form must be signed.
  12. This is the address which we will use to correspond with the club about this application.