



Club Premises Certificate

Guidance on the
Application Process



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Contents

| | page |
|--|------|
| Introduction | 3 |
| Checklist | 3 |
| Completing the Club Premises Application form | 4 |
| Part 1 - Club Premises Details | 4 |
| Part 2 - Club Operating Schedule | 4 |
| Sections A - H (Regulated Entertainment and provision of Entertainment Facilities) | 5 |
| Section I (Supply of Alcohol) | 5 |
| Section J (Premises Opening Times) | 5 |
| Section K | 5 |
| Section L (Licensing Objectives) | 6 |
| Part 3 - Signatures | 6 |
| Completing the Club Premises Declaration form | 7 |
| Fees for Club Premises Certificate | 9 |
| Exemptions from Fees | 9 |
| Plans of the Premises | 9 |
| Issue Application Form to Responsible Authorities | 9 |
| Display a Public Notice | 10 |
| Publish a Newspaper Notice | 11 |

Introduction

This guidance will assist you with all requirements for making a Club Premises Certificate application.

A Club Premises Certificate authorises the following licensable activities:

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

The provision of regulated entertainment (where that provision is by or on behalf of a club for members of the club or members of the club and their guests)

A qualifying club must meet the following conditions:

- ⊙ Under the rules of the club, persons may not be admitted to membership, or be admitted, as candidates for membership, to any of the privileges of membership without an interval of at least two days between their nomination for membership and their admission
- ⊙ Under the rules of the club, those becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission
- ⊙ The club is established and conducted in good faith as a club
- ⊙ The club has at least 25 members
- ⊙ Alcohol is not supplied to members on the premises other than by or on behalf of the club
- ⊙ The purchase and supply of alcohol by and for the club is managed by a committee made up of elected members of the club all aged over 18 years
- ⊙ No arrangements may be made for any person to receive any commission, percentage or similar payment at the expense of the club with reference to purchases of alcohol by the club
- ⊙ No person can directly or indirectly receive any monetary benefit from the supply of alcohol to members or guests apart from to benefit the club as a whole. Any indirect benefit a person derives by the

supply of alcohol must contribute to a general gain for the club as a whole

If you wish to supply alcohol to non-members (not including guests of members), you should apply for a Premises Licence.

Note that there are 2 forms for completion, the first is the application form and the second is the club declaration document.

The application must be made to the licensing authority within whose area the premises is situated. If you are unsure of the local authority please visit www.direct.gov.uk.

checklist

The following requirements must be met in order for you to apply for a Club Premises Certificate.

Enclosures for Breckland's Licensing team:

- Completed Application Form
- Completed Club Declaration Form
- Copy of club rules
- Fee
- Plan of the building
- Declaration confirming the issuance of application to Responsible Authorities
- Declaration confirming display of Public and Newspaper Notice

Other requirements

- Issue a copy of the application form to the Responsible Authorities
- Display a Public Notice
- Display a Newspaper Notice



Completing the Club Premises Application Form

Please ensure you carefully read through the application form with this guidance before starting to complete the form. The form may be typed or written legibly in block capitals in black ink. If any part of the application is incomplete, or any documentation missing, then the application will be rejected.

The Licensing Team are unable to assist you with the detailed completion of the application form. If you require help, we offer a consultancy service through EHT&C find out more on their website www.ehtc.co.uk

Every section of the application form must be complete.

Part 1 – Club Premises Details

Write the name, postal address, telephone number and email address of the premises for which you require the licence.

If the premises has no postal address (e.g. if the application relates to an event on open land) please enter the Ordnance Survey map reference and a description of the location.

Then provide the name, address and contact details of the secretary of the club.

Next you should add the rateable value of the premises. The Non-Domestic Rateable Value of your premises is set by the Valuation Office Agency and helps determine the level of business rates payable. The rateable value of the premises is also used to establish the licence fee payable (please see Fees for Club Premises Certificate for fee information). The rateable value can be found on your most recent information from the Valuation Office or by visiting www.vo.gov.uk alternatively, if you don't have access to your website contact us. If the premises to be licensed do not have a Non-Domestic Rateable Value (e.g. a mobile vehicle) please write "none" and you will be charged the Band A fee for the licence application.

The final question in this part asks you to confirm the premises is occupied and regularly used by the club.

Part 2 – Club Operating Schedule

When do you want the Club Premises Certificate to start?

Please state when you want your licence to start. Before entering the commencement date please note that the application will go through a consultation period of 28 calendar days prior to being granted. If representations are received, it may be referred to a Licensing (Sub) Committee Hearing, which could take a further 20 calendar days.

When do you want it to end?

A Club Premises Certificate will last indefinitely, unless otherwise stated in the box provided.

General description of the club

You should provide a description of the premises, what type of premises is it? What will it be used for? Describe any areas that you intend to provide for the consumption of alcohol, including outside areas (if applicable). Give a description of the general layout. Include any other information that could be relevant to the four licensing objectives (prevention of crime and disorder, public safety, prevention of nuisance and protection of children from harm). This will assist the consultation process for those who are not familiar with your premises.

If the premises is expecting 5000 attendees or more at any one time, please state the expected number. (There is an additional charge levied for premises allowing 5000 or more people, please refer to the fee tables at the end of this guidance).

Which qualifying club activities do you intend to conduct on the club premises?

Please tick the box next to each of the licensable activities that you intend to conduct at the premises, this may be one or all of the available options.

Regulated entertainment is broken down in the options a) to h). You should then complete the relevant section that follows, e.g. if providing a) plays complete section A of the application, b) films complete section B and so on.

If supplying alcohol tick the box then complete section I.

If selling alcohol tick the box then complete section I.

In all cases J, K and L need to be completed

Sections A – H (Regulated Entertainment and Provision of Entertainment Facilities)

Please enter the relevant times you require for the licensable activity (not the opening hours of the premises to the public) each day of the week using the 24 hour clock format (e.g. 23:00 for 11:00pm, 00:00 for midnight).

Confirm where the activity will take place; indoors, outdoors or both.

Provide further details on the activity. Please ensure you read the relevant guidance note which can be found on page 20-21 of the application form to help you with this part of the form.

Seasonal variations (please read guidance note 5 on page 21 of the application form). This box should be completed to cover any additional variations required for seasonal activities (e.g. normal activities occur on Friday and Saturday all year, but you require the activity 7 days a week for the month of July).

Non-standard timings (please read guidance note 6 on page 21 of the application form). This box should be completed to cover the additional hours required for specific days (e.g. an extra hour on Easter Sunday, Bank Holidays, Christmas, New Year etc).

Section I (Supply of Alcohol)

Please enter the relevant times you require for each day of the week using the 24 hour clock format (e.g. 23:00 for 11:00pm, 00:00 for midnight).

Confirm where the consumption of the alcohol will take place, on the premises, off the premises or both (please read guidance note 8 on page 21 of the application form).

Seasonal variations (please read guidance note 5 on page 21 of the application form). This box should be completed to cover any additional variations required for seasonal activities (e.g. normal activities occur on Friday and Saturday all year, but you require the activity 7 days a week for the month of July).

Non-standard timings (please read guidance note 6 on page 21 of the application form). This box should be completed to cover the additional hours required for specific days (e.g. an extra hour on Easter Sunday, Bank Holidays, Christmas, New Year etc).

Section J

This section is for the hours the premises will be open to the public, not the licensable activities.

Please enter the times open to the public using the 24 hour clock format (e.g. 23:00 for 11:00pm, 00:00 for midnight). If necessary please ensure you allow time after the licensable activity has finished (e.g. half hour drinking up time at the end of the day).

Seasonal variations (please read guidance note 5 on page 21 of the application form). This box should be completed to cover any additional variations required for seasonal activities (e.g. normal activities occur on Friday and Saturday all year, but you require the activity 7 days a week for the month of July).

Non-standard timings (please read guidance note 7 on page 21 of the application form). This box should be completed to cover the additional hours required for specific days (e.g. an extra hour on Easter Sunday, Bank Holidays, Christmas, New Year etc).

Section K

Please detail any activities you propose to conduct that may give rise to concern in respect of children (please read guidance note 9 on page 21 of the application form). Examples here include nudity, semi-nudity, gambling or films for a restricted age group. If this does not apply to your premises please write N/A in this section, rather than leaving it blank.



Section L

This section of the application form is extremely important. Anything you write here may become an enforceable condition of your licence. Please ensure you consider carefully any conditions you enter in this section, they should be realistic, achievable, necessary and within your control. Failure to meet these conditions would constitute an offence under the Licensing Act 2003.

You should describe the steps you intend to take to promote the four licensing objectives, which are:

- ⊙ Prevention of crime and disorder
- ⊙ Prevention of public nuisance
- ⊙ Public safety

Protection of children from harm

The information you provide in this section tells the Responsible Authorities (see Responsible Authorities section in this document) the controls and measures you will put in place to promote these licensing objectives.

In box a) you must describe the steps you intend to take to promote the four licensing objectives together. In boxes (b) to (e) you should list the steps you will take to promote each of the individual licensing objectives. Applicants should also take into consideration Breckland's Licensing Policy (available at www.breckland.gov.uk/licensing) when completing this section of the form. Examples of possible conditions can be found later on in this guidance under *Guide for Operating Schedule Conditions*. Please note these examples are given as a guide only. These may not apply as standard conditions to every premises.

Part 3 – Signatures

All applicants, solicitor or authorised agent must sign and date the form and confirm their capacity in the involvement of the application. If you require any correspondence relating to the application to be sent to an alternative address, then please ensure the appropriate details are completed.

You should now have reached the end of this application form. Please check through the form to make sure all parts have been completed.

The next stage is to complete the Club Declaration Form.

Completing the Club Premises Declaration Form

Club Premises Details

At the top of the first page of the application form you will need to write the name and postal address of the club applying for the certificate.

Next, add the name of the club where indicated

Complete sections 1, 2 or 3.

Section 1

You will only need to fill out Section 1 if the club making the application is:-

- a. a registered society within the meaning of the Industrial and Provident Societies Act 1965
- b. a registered society within the meaning of the Friendly Societies Act 1974; or
- c. a registered friendly society within the meaning of the Friendly Societies Act

Under Condition 1 in Section 62 (2) of the Licensing Act 2003, you must state in the box provided which club rule number(s) deal with how persons may not (a) be admitted to membership, or (b) be admitted, as candidates for membership, to any of the privileges of membership, without an interval of at least two days between their nomination or application and their admission.

Under Condition 2 in Section 62 (3) of the Licensing Act 2003, you must indicate in the box provided which rule number(s) states that persons becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission.

Under Condition 4 in Section 62 (5) of the Licensing Act 2003 you must indicate in the box provided that the Club has at least 25 members.

You must also indicate in the box provided which club rule number(s) deal with the supply of alcohol to members and guests, the purchase of alcohol for the club and that the supply of alcohol by the club is under the control of the members or of a committee appointed by the members.

Section 2

You will only need to fill out Section 2 if 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.

Section 3

You will only need to fill out Section 3 if the club to which this application relates does not fall into the categories of Sections 1 or 2 above.

You must state in the box provided which relevant rule number(s) deal with Condition 1 in Section 62 (2) of the Licensing Act 2003 in respect of how, under the rules of the club persons may not :-

- a. be admitted to membership, or
- b. be admitted, as candidates for membership, to any of the privileges of membership, without an interval of at least two days between their nomination or application for membership and their admission

You must also indicate in the box provided which relevant club rule number(s) deal with Condition 2 in Section 62 (3) of the Licensing Act 2003 that, under the rules of the club, persons becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission, and the relevant club rule number(s) that indicates how under Condition 3 in Section 62 (4) of the Licensing Act 2003, that the club is established and conducted in good faith as a club (see section 63 of the Licensing Act 2003).

Regarding the club's arrangements for restricting the club's freedom of purchase of alcohol, you must indicate in Box (a) the relevant rule number(s), or in box (b) a short description of the arrangements:

Regarding the club's arrangements for restricting the club's freedom of purchase of alcohol, you must indicate in Box (a) the relevant rule number(s), or in box (b) a short description of the arrangements:

Concerning 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, you must in the box (a) provided indicate the relevant rule number(s), or provide a short description of the arrangements in box (b).

You must indicate in box (a) the relevant club rule number(s) that deals with the arrangements for giving members information about the finances of the club, or provide a short description of the arrangements in box (b). You must further describe the details of the books of account and other records kept to ensure accuracy of the information about finances given to members of the club, or give the relevant rule number (s) in the box provided.

You must indicate in the box provided the relevant club rule number(s) that deals with Condition 4 in Section 62(5) of the Licensing Act 2003 that the club has at least 25 members; and under Condition 5 in Section 62(6) that alcohol is not supplied, or intended to be supplied, to members on the premises otherwise than by or on behalf of the club.

You must indicate in the box provided the relevant club rule number(s) if any of that deals with the additional Condition 1 in Section 64(2) of the Licensing Act 2003 that (so far as not managed by the club in general meeting or otherwise by the general body of members) the purchase of alcohol for the club, and the supply of alcohol by the club, are managed by a committee whose members:-

- a. are members of the club;
- b. have attained the age of 18 years; and (c) are elected by the members of the club.

This subsection is subject to section 65 (which makes special provision for industrial and provident societies, friendly societies etc).

You must indicate in the box provided the relevant club rule number(s) that deal with the additional Condition 2 in Section 64(3) of the Licensing Act 2003, that no arrangements are, or are intended to be, made for any person to receive at the expense of the club any commission, percentage or similar payment on, or with reference to, purchases of alcohol by the club.

You must now provide the relevant club rule number(s), if any, that deal with the addition Condition 3 in Section 64(4) of the Licensing Act 2003 that no arrangements are, or are intended to be, made for any person directly or indirectly to derive any pecuniary benefit from the supply of alcohol by or on behalf of the club to members or guests, apart from:-

- a. any benefit accruing to the club as a whole, or
- b. any benefit which a person derives indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the club.

You have now come to the end of the Club Declaration form. You must now insert your name, sign and date the form and state under what capacity you are making this application on behalf of the club e.g. Chair or Club Secretary. It is an offence to make a false statement in connection with the application.



Fees for Premises Licence

Ensure you enclose the relevant fee for your application, you can complete the Card Payment form on the last page of the application or enclose a cheque made payable to Breckland Council. Applications are subject to the fees shown in the table below. All fees are based on the Non-Domestic Rateable Value (NDRV) for the premises.

| Rateable Value | £0* - £4,300 | £4,301 - £33,000 | £33,001 - £87,000 | £87,001 - £125,000 | £125,000 and over |
|----------------|--------------|------------------|-------------------|--------------------|-------------------|
| Band | A | B | C | D** | E** |
| Fee Payable | £100 | £190 | £315 | £450 | £635 |

*Premises which are not liable for, or exempt from, National Non-Domestic Rates will fall under Band A

**Where a premises falls under Band D or E and is used exclusively or primarily for the supply of alcohol for consumption on the premises the fee will be as follows:

| Band | Fee |
|--------|-------|
| Band D | £900 |
| Band E | £1905 |

Where the maximum number of persons allowed on the premises at the same time (during times that licensable activities take place) is 5000 or more the following additional fee applies:

| Number of People | Additional Fee |
|------------------|----------------|
| 5,000 – 9,999 | £1,000 |
| 10,000 – 14,999 | £2,000 |
| 15,000 – 19,999 | £4,000 |
| 20,000 – 29,999 | £8,000 |
| 30,000 – 39,999 | £16,000 |
| 40,000 – 49,999 | £24,000 |
| 50,000 – 59,999 | £32,000 |
| 60,000 – 69,999 | £40,000 |
| 70,000 – 79,999 | £48,000 |
| 80,000 – 89,999 | £56,000 |
| 90,000 and over | £64,000 |

Annual Fees

Each year the licence is subject to an annual fee. The annual fees are based on the Non Domestic Rateable Value (NDRV)

| Rateable Value | £0* - £4,300 | £4,301 - £33,000 | £33,001 - £87,000 | £87,001 - £125,000 | £125,001 and over |
|----------------|--------------|------------------|-------------------|--------------------|-------------------|
| Band | A | B | C | D** | E** |
| Fee Payable | £70 | £180 | £295 | £300 | £350 |

Exemptions from Fees

No initial fee is payable for the following:

- ⊙ The application is by a proprietor of an educational institution in respect of premises that are or form part of an educational establishment
 - ▶ The establishment is a school or college
 - ▶ The provision of regulated entertainment on the premises is carried on by the establishment for and on behalf of the establishment
- ⊙ The application is in respect of premises that are or form part of a church hall, chapel hall or similar building or a village hall, parish hall or other similar building

Plans of the premises

A plan of the premises will have to be submitted with every application for a Premises Licence or Club Premises Certificate. The plan should be drawn in standard scale (1:100). If your building is large or small this scale may not be practical, if you would like to use a different scale please contact us in writing before submitting your application. Our Licensing Team will contact you to confirm if the proposed scale is acceptable.

The plan will need to show:

- ⊙ The boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises
- ⊙ Points of access and exits from the premises, and the location of escape routes if different
- ⊙ Where the premises is to be used for more than one licensable activity, the area within the premises used for each activity
- ⊙ Fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on exits and escape routes
- ⊙ The location and height of any stage or raised area or area relative to the floor
- ⊙ Any steps, stairs, elevators or lifts
- ⊙ Any room or rooms containing public conveniences
- ⊙ The location of a kitchen, if any, on the premises

The plan may include symbols to illustrate such matters, and a key to explain them.

Please ensure you make it clear as to where the different licensable activities are going to take place, use coloured outlines if necessary (remember to update your key if using this method to enable the plan to be easily readable).

Issue Application Form to Responsible Authorities

A copy of the completed application form must be sent to each of the Responsible Authorities. Please check website for updated list

The Chief Officer of Police

c/o The Norfolk Constabulary Licensing
Team Bethel Street Police Office,
Bethel Street, Norwich, Norfolk NR2 1NN

The Chief Fire Officer

c/o Norfolk Fire Service
Norwich Road, Thetford Norfolk IP24 2HT

Safeguarding Children Board

Room 60, Lower Ground Floor
County Hall, Martineau Lane, Norwich NR1 2UG

Planning

Head of Development Control
Breckland Council
Elizabeth House, Walpole Loke, Dereham Norfolk NR19 1EE

Environmental Health

Breckland Council
Elizabeth House, Walpole Loke, Dereham Norfolk NR19 1EE

Norfolk Trading Standards

Norfolk Trading Standards Norfolk
County Council Matineau Lane,
Norwich NR1 2UD

The enforcing authority for Health and Safety will be notified by the Licensing Team.

Any of the Responsible Authorities have 28 consecutive days, starting with the day after the day your application was given to the Licensing Team, to make representations about your application.

Display a Public Notice

You must advertise the application by displaying a Public Notice.

- ⊙ It must be displayed in a conspicuous place on the premises for at least 28 consecutive days starting after the day the application was submitted
- ⊙ It must be displayed where it can be conveniently read by members of public from the exterior of the premises
- ⊙ It must be at least A4 size
- ⊙ It must be pale blue in colour
- ⊙ It must be printed legibly in black ink or typed in a black font equal or greater than font size 16
- ⊙ If the premises covers an area greater than 50 square metres a further, identical notice must be displayed every 50 metres of the perimeter of the premises
- ⊙ Please ensure your application is complete and valid before displaying your Public Notice. If incorrect you may need to display again for 28 consecutive days after submission of a complete application
- ⊙ The Public Notice gives the public the opportunity to make representations. If the representation is valid it may result in a Committee hearing at Breckland Council
- ⊙ Please complete and submit your declaration confirming your display of your Public Notice
- ⊙ You can either complete the form enclosed in the pack or complete and print an online version from www.breckland.gov.uk/licensing



Example of a Public Notice

Notice of an Application for the Grant of a Club Premises Certificate under the Licensing Act 2003

Name of club:

Premises name & address to which application refers:

Name:

Address:

(In the absence of a postal address provide a description sufficient to identify the location and extent of the qualifying club).

Proposed licensable activities and hours of operation
.....
.....
.....

If you wish to object to this application written representations should be made to the licensing authority below:

Licensing Team
Breckland Council
Elizabeth House
Walpole Loke
Dereham
Norfolk NR19 1EE.

The above application may be viewed during office hours at the above offices.

Representations must be made by / /

N.B It is an offence, liable on conviction to a fine up to level 5 on the standard scale (£5000), under Section 158 of the Licensing Act 2003 to make a false statement in or in connection with this application.

Example of a Newspaper Notice

Notice is hereby given that(name of applicant) has applied in respect of (premises name and address) for a Club Premises Certificate under the Licensing Act 2003 to allow for.....

.....(details of licensable activities including times and days).

Representations to this application must be made in writing by -- / -- / ---- (date) to the Licensing Team, Breckland Council, Elizabeth House, Walpole Loke, Dereham, NR19 1EE where applications can be inspected during office hours. It is an offence liable on summary conviction to a maximum fine of £5,000 to knowingly or recklessly make a false statement in connection with this application.

Publish a Newspaper Notice

You must advertise your application by displaying a notice in a local newspaper.

- ⊙ It must be placed in a local newspaper that circulates in the vicinity of the premises
- ⊙ It must be published on at least one occasion during the period 10 working days after the day the application was submitted
- ⊙ Please ensure your application is complete and valid before displaying your Newspaper Notice. If incorrect you may need to advertise again

The Newspaper Notice gives the public the opportunity to make representations. If the representation is valid it may result in a Committee hearing at Breckland Council
Please complete and submit your declaration confirming your display of a Newspaper Notice



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