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# Guidance on making an Application for a Club Premises Certificate

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## Licensing Act 2003

### Before you start

The form must be filled in using black ink only.

If you are filling the form in by hand use only BLOCK CAPITALS and write only in the boxes.

Improperly completed forms may be returned as invalid.

This guidance should be used in conjunction with the guidance on the back of the application form.

If you make a mistake, further copies of the form are available from our website ([www.elmbridge.gov.uk](http://www.elmbridge.gov.uk)).

All times must be stated using the 24 hour clock system (e.g. 5.00 pm is 17.00 hrs).

These notes are intended for guidance only and are not authoritative and no responsibility is accepted if, having read them, the forms are incorrectly completed.

### Completing the form

1. **We.....apply.** Insert the full name of the club.

#### Part A1 Premises details.

Insert the full postal address of the premises. Do not insert an Ordnance Survey grid reference unless the premises has no postal address at all (which is very unlikely). Please ensure you enter the full postcode.



**Elmbridge**  
Borough Council

Insert the details of the Club Secretary or of the person performing the duties of the Club Secretary. Daytime telephone number and email address are optional but if they are not available write “**none**”.

2. **Telephone number of premises.** If there is a telephone at the premises please fill in the number even if there is usually no one there during the day to answer it, if there is no telephone write “**none**”.
3. **Non-Domestic rateable value** Insert the rateable value of the property in the box. Please note this is not the rates that you pay but the rateable value of the premises. Please remember that this value is likely to change as of 1 April 2005. You can obtain this information from your rates bill or from the following website [www.voa.gov.uk](http://www.voa.gov.uk)

## Part A2 Club Operating Schedule

4. **General Description of Club Premises.** Please read guidance note 1 at the end of the application form, after Part B.
5. **5,000 people or more.** If the club does not hold more than 5,000 people put “**n/a**” in this box.

## Qualifying Club Activities

6. **Provision of entertainment.** It is unlikely that your existing Club Registration currently authorise any of the activities under a) to h) but you should check your existing Club Registration carefully.
7. **Provision of entertainment facilities** Tick any of boxes i) or ,j) or k) if you provide facilities for entertainment. e.g. you supply the equipment for Karaoke or you have a room that you let out for licensable functions.
8. **Supply of alcohol.** It is likely that you existing certificate does authorise the supply of alcohol for consumption on the premises and may also authorise the supply for consumption off the premises.
9. **Limitations on hours etc.** State here if there are any limitations or additional authorisations on the current club registration.
10. **Conditions to which the certificate is subject.** Describe the conditions, if any, which have been placed on your certificate. Please read guidance note 2 at the end of the application form. In the following five boxes (a) to e)) you must list the existing conditions to which your certificate is subject separating them according to which of the four licensing objectives they relate or if they relate to more than one list the condition in the General box.

11. **Checklist.** Please complete the checklist by ticking the boxes

Don't forget to:

12. Enclose the fee. We will accept payment by credit/debit card (over the phone or in person) or by cheque payable to 'Elmbridge Borough Council'.

Enclose a plan of the premises to be on a scale of 1cm to 100cm (in unusual circumstances we are permitted to accept plans to a different scale but this must be agreed with us in writing before the licence is submitted and there must be an exceptional reason). These plans **must** include the following:

- 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 paragraph (3)(b), the location of escape routes from the premises;
- d) in a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity;
- e) in a case where an existing licensable activity relates to the supply of alcohol, the location or locations on the premises which is or are used for consumption of alcohol;
- f) 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;
- g) 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;
- h) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- i) in a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- j) the location and type of any fire safety and any other safety equipment; and
- k) the location of a kitchen, if any, on the premises.

The plan may include a legend through which the matters mentioned or referred to above are sufficiently illustrated by the use of symbols on the plan.

Enclose a copy of the Club Rules.

Send a copy of the **entire** application (including a copy of the existing club certificate(s), the plans and the club rules) to the Police. See addresses at end of guidance.

### **Part A3 Signatures.** Do not forget to sign and date the application.

13. Capacity. Please enter in what capacity you are signing this application e.g. Club Secretary, Club Chairman etc

14. **Contact details.** Enter details of the name and address where you want correspondence (and the issued Club Premises Certificate) relating to this application sent if this is different to the address given at the start of the application form, this will usually be the Club Secretary's home details.

## Who to send your application to

Applications for Club Premises Certificates must be sent to the bodies listed on our website at: [www.elmbridge.gov.uk/licensing/alcohol-and-entertainment-licences-0/club-premises-certificates/responsible-authorities](http://www.elmbridge.gov.uk/licensing/alcohol-and-entertainment-licences-0/club-premises-certificates/responsible-authorities).

Copies sent to the Police must arrive with them within 48 hours of the application being made to the Licensing Authority.

**If you have any questions about the application process, please contact:**

The Licensing Officer on 01372 474750.