



## APPLICATION FOR THE GRANT OR VARIATION OF A CLUB PREMISES CERTIFICATE

### LICENSING ACT 2003

This guidance document is designed to help you, please read it all carefully. If the Council receives application forms or other documents that are incomplete, missing or incorrect the application will be returned to you.

Most clubs such as sporting and private members clubs should apply for a Club Premises Certificate. The alternative licence is a Premises Licence that authorises the premises to sell alcohol to members of the public in addition to club members and their guests. Only qualifying clubs may obtain a Club Premises Certificate. Please read carefully the enclosed document for details of how to qualify as a club.

The main advantage of having a Club Premises Certificate is that there is no legal requirement for a named individual to be responsible for the supply of alcohol. Premises Licences require the nomination of an individual, called a Designated Premises Supervisor, to be responsible for sales of alcohol. Clubs do not require such a person.

To assist you, this guidance also refers to documents by a quoting a reference number such as *Club/01*, *Club/02* or *Club/03*. This reference number can be found by looking in the bottom right-hand corner of the various forms that have been sent to you.

#### **Copies of Application**

When you make your application, the law requires you to send a copy of your application to a number of other organisations. The attached table in Appendix I illustrates who you should send information to.

A copy of your application must be sent to the Police and a number of other organisations, called 'responsible authorities'. These copies must be sent at the same time as you apply to the Council. A full list of the responsible authorities, and their addresses, is attached in Appendix I.

## **Application Form**

Applications to vary a current club premises certificate should be made on the form *Club/03*. New clubs should make their application on the forms *Club/02* & *Club/03*.

If you are proposing to have any of the following activities on your certificate you must detail them on the application form.

Activities covered by the Licensing Act 2003

- Sale of alcohol,
- Supply of alcohol by or on behalf of a club,
- Regulated entertainment (see below),
- Late night refreshment

Regulated entertainment means: -

- Performance of live music\* (see note below)
- Any playing of recorded music,
- Performance of, or offering facilities for, dancing,
- Performance of a play,
- An exhibition of a film,
- Indoor sports events,
- Boxing or wrestling entertainment,
- Anything similar to the above, or offering facilities for any of the above.

### **\*NOTE (Live Music exemption)**

*Recent changes to the law now mean that Live Music is no longer regulated entertainment in venues licensed for the sale or supply of alcohol for consumption 'on the premises', in the following situations:*

- *When it is unamplified and takes place between **8am** and **11pm**; and*
- *When it is **amplified** and takes place in the presence of an audience of **200 persons** or less between **8am** and **11pm**.*

*The premises must be open for the sale or supply of alcohol during the time that the live music is provided for the exemption to take effect.*

*Additionally, any condition attached to a Premises Licence relating to live music ceases to have effect unless the condition was attached as a result of a Premises Licence 'Review' hearing.*

### **Venues which are NOT licensed for Alcohol**

*Premises which are not licensed for alcohol sales can also have live music which is **unamplified** providing it takes place between **8am** and **11pm**.*

*Therefore 'amplified live music' in non-licensed venues will still require formal authorisation from the Licensing Authority, such as a Club Premises Certificate, Premises Licence or Temporary Event Notice.*

You should only request 'Live Music' on the application form for situations where it would require a formal authorisation e.g. after 11pm and amplified events where there will be more than 200 people, etc.

## **Plans**

The law requires you to submit detailed plans of the premises to which the application relates. These plans will be used by organisations such as the Police, Fire Service and Health and Safety when they assess your application. The plans must be drawn to a scale of 1:100 and contain all of the following information.

- 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 b) above, the location of the 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 Fee**

The fee you must pay to obtain your certificate depends on the rateable value of the premises to which the application relates. A table of fees is attached as Appendix II to help you calculate the appropriate fee.

## **Advertising Your Application**

If you are applying to vary your current certificate you must advertise what you intend to do.

The law requires you to do this in two ways: -

- Display a predominant Notice on the premises, for at least 28 consecutive days, which can be easily read from the exterior of the premises; and
- Place a Notice in the Hartlepool Mail

The law requires you to advertise your application to allow for local people to make comments to the Council.

A copy of the pale blue A3 Notice (*Not-02*) to be displayed on the premises can be obtained from the Licensing Team. Obviously this is a standard form and requires you to complete it with details of your application before it is displayed.

The Notice placed in the Hartlepool Mail must contain all of the information that is displayed on the above premises Notice. This must be done within ten working days following the date of your application.

After 28 days you must complete and return a statement to the Council confirming that you have advertised the application on the premises and when it was advertised in the Hartlepool Mail. This letter (*Dec1*) is attached as Appendix III.

It is a criminal offence to knowingly or recklessly make a false statement concerning a licence application.

## Appendix I

# LICENSING ACT 2003

If you are making an application to Hartlepool Borough Council for a new certificate, or a variation to an existing certificate, under the Licensing Act 2003, you must send a copy of your application to each of the following organisations.

The Licensing Team  
Hartlepool Borough Council  
Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY

Licensing Support Unit  
Middlesbrough Police Office  
Bridge Street West  
Middlehaven  
Middlesbrough  
TS2 1AB

Chief Fire Officer  
Community Services Group  
Fire Engineering Hartlepool  
Fire Brigade HQ  
Endeavour House  
Stockton Road  
Hartlepool  
TS25 5TB

Development Control Manager  
Hartlepool Borough Council  
Level 1, Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY

Hartlepool Safeguarding Children Board  
Child and Adult Services Department  
Hartlepool Borough Council  
Level 4, Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY

Principal Environmental Health Officer (Commercial Services)  
Hartlepool Borough Council  
Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY

Principal Environmental Health Officer (Environmental Protection)  
Hartlepool Borough Council  
Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY

Principal Trading Standards Officer  
Hartlepool Borough Council  
Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY

Paul Edmondson-Jones  
Director of Public Health  
Hartlepool Borough Council  
Level 4, Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY

For more information contact the Council's Licensing Team on (01429) 523354 or visit Civic Centre, Victoria Road, Hartlepool, TS24 8AY

## Licence Fees

<b>Band</b>	<b>Rateable Value (£)</b>	<b>Variation Fee (£) &amp; New Application Fee (£)</b>	<b>Annual Fee (£)</b>
A	No rateable value to 4,300	100	70
B	4,301 to 33,000	190	180
C	33,001 to 87,000	315	295
D	87,001 to 125,000	450	320
D*	See Note 1 below	900	640
E	125,001 and above	635	350
E*	See Note 2 below	1905	1050

Note 1. There is a larger fee for premises that have a band D rateable value (as detailed above) and which are used exclusively or primarily for the supply of alcohol for consumption on the premises.

Note 2. There is a larger fee for premises that have a band E rateable value (as detailed above) and which are used exclusively or primarily for the supply of alcohol for consumption on the premises.

Note 3. For large events, where the expected attendance will be greater than 5,000, an additional fee may be payable. Please contact the Council's Licensing Team for more details.

The Licensing Team  
Hartlepool Borough Council  
Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY

LICENSING ACT 2003

Confirmation of Advertisement of Application

I ..... hereby confirm that the application made to Hartlepool Borough Council to vary my Premises Licence/Club Premises Certificate in respect of .....was advertised as follows: -

- A Notice of the required size and form, was predominantly displayed on the premises between ..... and ..... (a minimum of 28 days)
- A Notice was published in the Hartlepool Mail on .....

I understand that giving a false statement in respect of the above may make me liable for prosecution.

Signed.....

Name.....

Date.....

**Once completed, this form should be returned to: -**

**The Licensing Team  
Hartlepool Borough Council  
Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY**







## 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.

.....  
*(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	£
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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? DD MM YYYY

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

**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:

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

- |   |                                   |
|---|-----------------------------------|
| Provision of regulated entertainment  | <b>Please tick all that apply</b> |
| a) plays (if ticking yes, fill in box A)  | <input type="checkbox"/>          |
| b) films (if ticking yes, fill in box B)  | <input type="checkbox"/>          |
| c) indoor sporting events (if ticking yes, fill in box C)   | <input type="checkbox"/>          |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)  | <input type="checkbox"/>          |
| e) live music (if ticking yes, fill in box E)   | <input type="checkbox"/>          |
| f) recorded music (if ticking yes, fill in box F)   | <input type="checkbox"/>          |
| g) performances of dance (if ticking yes, fill in box G)  | <input type="checkbox"/>          |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/>          |

**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 I)

**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 J)

**In all cases complete boxes, K and L.**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	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 3)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 4)		
Thur								
Fri						<b><u>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</u></b> (please read guidance note 5)		
Sat								
Sun								

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	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 3)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for the exhibition of film</u></b> (please read guidance note 4)		
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 5)		
Sat								
Sun								

# C

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

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	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 3)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)		
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 5)		
Sat								
Sun								



# 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</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)		
Mon					
Tue			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Wed					
Thur			<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</b> (please read guidance note 5)		
Fri					
Sat					
Sun					

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	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 3)		
Mon					
Tue			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 4)		
Wed					
Thur			<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 5)		
Fri					
Sat					
Sun					

# G

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	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 3)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)		
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 5)		
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)			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 2)	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 3)		
Wed					
Thur			<b><u>State any seasonal variations for this entertainment</u></b> (please read guidance note 4)		
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 5)		
Sun					

# I

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b><u>Will the supply of alcohol be for consumption - please tick</u></b> (please read guidance note 7)	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 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
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 5)		

**J**

<b>Hours club premises are open to the members and guests</b> Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			<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> (please read guidance note 5)

**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 8).</p>
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**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 9)**

**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.

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING 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 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'.
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, 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.

P

**The Licensing Section  
Hartlepool Borough Council  
Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY**