

Guidance notes on completing the application form for the grant of a Club Premises Certificate

To authorise the supply of alcohol and regulated entertainment in a qualifying club you need a club premises certificate from us.

In a qualifying club there is technically no sale by retail of alcohol (except to guests) as the member owns part of the alcohol stock and the money passing across the bar is merely a mechanism to preserve equity between members where one may consume more than another. In order to constitute a qualifying club you must also satisfy the requirements of the Licensing Act 2003.

Eligibility criteria

Clubs must be qualifying clubs. A qualifying club has general conditions it must satisfy. These are:

- a person may not be given membership, or as a candidate for membership to any membership privileges, without an interval of at least two days from their membership application or nomination and their membership being granted
- that club rules state that those becoming members without nomination or application cannot have membership privileges for at least two days between them becoming members and being admitted to the club
- that the club is established and conducted in good faith
- that the club has at least 25 members
- that alcohol is only supplied to members on the premises on behalf of or by the club.

Additional conditions for the supply of alcohol must be followed:

- that alcohol purchased for and supplied by the club is done by members of the club who are over 18 years of age and are elected to do so by the members
- that no person at the expense of the club receives any commission, percentage or other similar payment in regard to the purchase of alcohol by the club
- that there are no arrangements for anyone to receive a financial benefit from supplying alcohol, apart from any benefit to the club or to any person indirectly from the supply giving a gain from running the club.

Registered industrial and provident societies and friendly societies will qualify if the alcohol purchased for and supplied by the club is done under the control of the members or a committee of members.

If you complete your application and declaration on-line you will not need to send copies of the application to all the Responsible Authorities as the Council will attend to this. You must attach a plan of the premises, a copy of the club rules, and pay the relevant licence fee at the time of submitting your application electronically.

The application process

Whether you apply online or in writing the process is very similar, you will need to ensure the following is carried out:

- Complete the application form and declaration for a Club Premises Certificate
- Attach the plan
- Deposit the application with the Licensing Authority and pay the application fee
- Send the application to the Responsible Authorities (not applicable to online applications)
- Advertise the application on the premises and in the local press

Determination of your application

The Licensing Authority will commence a 28 day consultation period starting on the day after your application is received. If any representations are received from a Responsible Authority or any other person then you will be advised as soon as possible. If the representation cannot be resolved then the application will be presented to the Licensing Sub-Committee at a Hearing which will be held within 20 working days of the end of the consultation period. You will be invited to attend that hearing to present your case along with any party that made a representation.

COMPLETING THE FORM

Opening Statement

Insert the name of the Club.

PART 1: Club Premises Details

Provide the name of the club, postal address and phone number (if available) or the location of the Club.

The section also asks for the name, address and contact details of the person performing duties of a secretary to the Club, the non-domestic rateable value (NDRV) of the premises. This is not the same as the actual business rates which you pay but is a value determined by the Valuation Office, which helps determine business rates. The NDRV, rather than your business rates bill, will determine the fee level to be paid with the licence application and the annual fee thereafter, so it is important that this information is correct. The NDRV of any premises can be checked on the GOV.UK website <https://www.gov.uk/correct-your-business-rates>. Premises that do not have a non domestic rateable value are treated as falling into Band A for licensing fee purposes.

Application Fee

Application Fee	£	Cost
Band A	0 - 4,300	£100
Band B	4,301 - 33,000	£190
Band C	33,001 - 87,000	£315
Band D	87,001 - 125,000	£450

Band E	125,001 and over	£635
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Annual Charge	Cost
Band A	£70
Band B	£180
Band C	£295
Band D	£320
Band E	£350

Where the number of people that the applicant allows on the premises at any one time is 5,000 or more; an additional fee will be charged

Numbers in attendance at any one time	Additional Fee
5000-9999	£1000
10000-14999	£2000
15000-19999	£4000
20000-29999	£8000
30000-39999	£16000
40000-49999	£24000
50000-59999	£32000
60000-69999	£40000
70000-79999	£48000
80000-89999	£56000
90000 and over	£64000

All cheques must be made payable to Lewes District Council

PART 2 – Operating Schedule (pages 2-15)

Club Premises Certificate start time 0- You should state the start date you would like the licence to start. A club certificate will last indefinitely, unless surrendered or revoked.

Certificate period – as an alternative to a certificate that lasts indefinitely you can opt for one that only operates for a specified period only, ie. for an event that only occurs at a particular time of year/s. It is important to be aware that you make clear if the event is for a single year or consecutive years.

5000 or more occupancy – it is necessary to state the number of people attending the club at any one time in order that the additional fee for large events can be determined. It is not necessary to complete this box if you think that less than 5000 people will attend the club at any one time. The figure relates to the maximum number of people on the licensed premises, including employees and artistes, at any one time – not the total number over a period of time.

General description of the premises

You are asked to describe the club. For example the type of premises it is, its general situation and layout and any other information that would be relevant to the licensing objectives. You should also describe any areas that you intend to provide for people to consume alcohol that you sell or supply such as outside areas, eg. beer gardens. If you do not include the garden as part of the licensed premises, drinks that are bought to be consumed there will count as off supplies and any conditions that relate to off sales would apply.

Qualifying Club activities

You should indicate which licensable activities you wish to carry on by ticking the appropriate boxes. In considering what to put in this section, you should think about all the activities you may want to conduct at the premises.

Boxes A-H

You should complete the relevant boxes from A to H that relate to the licensable activities you are making application for – put a line through those that are not being applied for. Only complete the boxes that relate to the activities you have ticked. You should give timings using the 24-hour clock (ie. 0800-2330 etc) and only give details for days of the week when you intend the premises to be used for the licensable activities in question.

Except in box C (indoor sport) you are asked to indicate whether the activity is taking place indoors, outdoors or both. Indoors may include a tent.

In the space marked 'please give further details here', 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.

The space marked 'state any seasonal variations', gives you the opportunity to include for example, any longer hours or additional days during the summer etc.

The space marked 'non standard timings', gives you the opportunity to record occasions when the timings will change. For example, you may wish the activity to go on longer on Christmas Eve or weekends preceding bank holidays/New Years Eve or for international sporting events. etc.

Important note on live music

An amendment to the Licensing Act was brought in on the 1st October 2012 in relation to live music. The following outlines those instances when the performance of live music will **not be a licensable activity** and therefore will not need to be applied for as part of your application:

1. The performance of unamplified live music occurring on any premises between 8am and 11pm
2. The performance of amplified live music occurring between 8am and 11pm on premises licensed to sell alcohol for consumption on the premises provided that:
 - a) the audience does not exceed 500, and
 - b) at the time of the live music, the premises are open for the purposes of being used for the supply of alcohol for consumption on the premises.
3. The performance of amplified live music occurring between 8am and 11pm in workplaces not licensed under the 2003 Act (or licensed only for the provision of late night refreshment) provided the audience does not exceed 500)
4. The playing of live or recorded music that forms an integral part of a performance of Morris Dancing or any dancing of a similar nature.

Outside of the above exemptions, the performance of live music is still a licensable activity (ie. if you wish to have live music after 11pm or before 8am or if the number of the audience will exceed 500). If you wish to permit live music in such cases you should include the

activity/days/times as part of your application.

Important note on performance of a play / indoor sporting events / performance of dance

An amendment to the Licensing Act was brought in on the 27th June 2013. As a result of the Order, no licence is required for the following activities to the extent that they take place between 8am and 11pm on any day:

- a performance of a play in the presence of any audience of no more than 500 people
- an indoor sporting event in the presence of any audience of no more than 1000 people
- most performances of dance in the presence of any audience of no more than 500 people

BOX J: Hours premises are open to members and guests

Whilst this may include times where no licensable activities take place, it is important for responsible authorities, interested parties and the licensing authority to know how long your premises is open in addition to the times where licensable activities will take place. For example, it might be necessary and proportionate to ensure that licensable activities finish in good time before the premises closes to the members and guests to allow orderly departure. You should indicate whether any of the 'seasonal variations' to and 'non standard timings' for licensable activities, would affect the hours the premises are open to the public, in the spaces provided. You may wish to consider whether there will be any seasonal variations or non-standard timings when the premises will be open to members and guests at different times for non-licensable activities.

BOX K

This asks you to give information about anything to occur at the club or ancillary to the use of the premises which may give rise to concern in respect of children, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or gambling. You do not need to give details here of AWP machines. You do not complete this section if it does not apply to your club, but rather than leave blank, it is requested that you write 'none' or 'n/a' to be clear that you have considered this, rather than simply forgotten to complete the box.

M – Steps to promote the licensing objectives

You are asked to describe the general steps you intend to take to promote the four licensing objectives a), and the four licensing objectives themselves b) – e):

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

If you do intend to take additional measures, you should consider carefully what to include. Anything you put down here is likely to become a condition of your licence. Failure to meet those conditions would constitute an offence under the Act. You should, therefore, think carefully about adding conditions to ensure that they are achievable, realistic, necessary, appropriate and proportionate and within your control. Base your response on a proper, common sense consideration of the risks and what you can realistically do to mitigate them.

Checklist and declaration

By ticking this list, you are making a declaration that you have carried out the listed actions. If you tick the boxes and do not carry out these actions, you may be making a false statement in relation to the application, which is an offence, which on conviction may make you liable to a fine of up to £5000.

Part 4 – Signatures

The application form must be signed. An applicants agent (for example a solicitor) may sign the form on their behalf provided that they have actual authority to do so. Where there is more than one applicant, both applicants or their respective agents, must sign on the application form. You must also provide relevant contact details in the final box on the form.

Your application must be accompanied by a plan of the premises

Standard scale plans (1 millimetre represents 100 millimetres)

1. An application for a premises licence under section 17, or a club premises certificate under section 71, shall be accompanied by a plan of the premises to which the application relates and which shall comply with the following paragraphs of this regulation.
2. Unless the relevant licensing authority has previously agreed in writing, the applicant, following a request by the applicant that an alternative scale plan is acceptable to it, in which case the plan shall be drawn in that alternative scale, the plan shall be drawn in standard scale.
3. The plan shall show:
 - 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 sub-paragraph 3b), the location of escape routes from the premises
 - d) in a case where the premises is to be used for more than one licensable activity, the area within the premises used for each activity.
 - e) 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
 - f) 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
 - g) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts
 - h) in the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms.
 - i) the location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment, and
 - j) the location of a kitchen, if any, on the premises.
4. The plan may include a legend through which the matters mentioned or referred to in paragraph 3 are sufficiently illustrated by the use of symbols on the plan

The Licensing Act 2003 (Premises Licences and Club Premises Certificates) regulations 2005

Responsible Authorities

On the same day as the application is given to the licensing authority (not applicable to on-line applications), you are required to give a copy of the application to the 'responsible authorities' listed below

The Licensing Officer
Bexhill Police Station
Terminus Road
Bexhill on Sea
East Sussex
TN39 3NR
Telephone: 0845 6070999

The Head of Trading Standards
St Mary's House
52 St Leonards Road
Eastbourne
East Sussex
BN21 3UL
Telephone: (01323) 418200

The Chief Officer
East Sussex Fire & Rescue Service
Fire Safety Department
Lewes Fire Station
North street
Lewes
East Sussex
BN7 2PE
Telephone: 01323 462132/462154

Head of Childrens Safeguards and
Quality Assurance
East Sussex County Council
PO Box 5, County Hall
St Annes Crescent
Lewes
East Sussex
BN7 1SW
Telephone: (01273) 481289

Planning Services
Lewes District Council
Southover House
Southover Road
Lewes, East Sussex
BN7 1AB
Telephone: (01273) 471600

Environmental Health
Lewes District Council
Southover House
Southover Road
Lewes, East Sussex
BN7 1AB
Telephone: (01273) 471600

Public Health
C Floor, East Block
County Hall
St Anne's Crescent
Lewes
BN7 1UE
Telephone (01273) 335012

Alcohol Licensing Team
Home Office Immigration Enforcement
Lunar House
40 Wellesley Road
Croydon
CR9 2BY
E.mail: Alcohol@homeoffice.gsi.gov.uk

If you do not do this the application process will be delayed until such time as the Responsible Authorities have had 28 days to consider the application

Responsible authorities are the public bodies that are entitled to make representations to the licensing authority in relation to an application. Any representations must be about the likely effect of granting the application on the promotion of the licensing objectives.

With regard to a vessel, this list also includes the relevant navigation authority, the Environment Agency, British Waterways Board or the Secretary of State.

Advertising your application

You will need to advertise the application as follows (A specimen form of notice is attached below)

Please note that any failure to observe the notice requirements is likely to result in your application being delayed or even rejected.

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
<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?

DD	MM	YYYY
<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:

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- 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 entertainment (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)

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

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (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 guidance note 5)		
Thur					
Fri			<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> (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)					
Mon								
Tue								
Wed						<u>State any seasonal variations for the exhibition of film</u> (please read guidance note 5)		
Thur								
Fri						<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> (please read guidance note 6)		
Sat								
Sun								

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details here</u> (please read guidance note 4)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Tue			
Wed			
Thur			<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> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur					
Fri			<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> (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Wed					
Thur			<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> (please read guidance note 6)		
Fri					
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Thur					
Fri			<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> (please read guidance note 6)		
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur					
Fri			<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> (please read guidance note 6)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) 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	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for this entertainment</u> (please read guidance note 5)		
Fri					
Sat			<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> (please read guidance note 6)		
Sun					

I

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption -please tick</u> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations</u> (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun			<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> (please read guidance note 6)		

J

Hours club premises are open to the members and guests 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			<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 6)

K

<p>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 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

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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, 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.

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)

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.

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

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

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

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.

LICENSING ACT 2003
(Premises licences and Club premises certificates)
Regulations 2005
Regulation 25

Application for the grant of a Club Premises Certificate

Name of Club:

Full postal address:

Proposed licensable activities:

The details of the above application may be viewed on the Licensing Register at the Council Offices at Southover House, Southover Road, Lewes, BN7 1AB. Opening Hours 9am to 5pm Monday to Friday.

Website: www.lewes.gov.uk.

Any persons wishing to make representation in respect of the above must do so in writing to the Licensing Officer at the above Council Office address within 28 days of the following date:

Notice Posted: _____ **(insert date)**

It is an offence to knowingly or recklessly make a false statement in connection with an application. Maximum fine on summary conviction £5,000

Notes on completing the form:

1. Insert the full name of the club that is making the application as detailed in the application itself.
2. Insert the full name of the premises and the full address for which the application is being made.
3. List all the proposed licensable activities as detailed on the application and the hours of those activities.
4. 'Notice Posted': insert the date 28 consecutive days after the application was given to the Licensing Authority.

Displaying the notice on the premises

You must, for a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the Licensing Authority, display a notice which is of a size equal or larger than A4, of a pale blue colour, printed legibly in black or typed in black in a font of a size equal to or larger than 16 in all cases, prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises. In the case of a premises covering an area of more than fifty metres square, a further notice in the same form and subject to the same requirements must be placed every fifty metres along the external perimeter of the premises abutting any highway.

In the local press

You must publish a notice in a local newspaper, in a local newsletter circular or similar document circulating in the vicinity of the premises on at least one occasion during the period of ten working days starting on the day after the day on which the application was given to the Licensing Authority.