

**Application to vary a club premises certificate to be granted**

**under the Licensing Act 2003**

Before completing this, please read the guidance notes at the end of the form.

**Please do not print this form, instead, complete and return by email to:** [licensing@southnorfolkdandbroadland.gov.uk](mailto:licensing@southnorfolkdandbroadland.gov.uk)

|  |  |
| --- | --- |
| Name of club | Click or tap here to enter text. |

**This club applies for a club premises certificate under section 84 of the Licensing Act 2003 for the premises named in Part 1 below**

|  |  |
| --- | --- |
| Club premises certificate number | Click or tap here to enter text. |

**Part 1: Club Premises Details**

|  |  |
| --- | --- |
| Name of club: | Click or tap here to enter text. |
| Address of premises, if any, including postcode or if none, ordnance survey map reference or description: | Click or tap here to enter text. |
| Telephone number (if any): | Click or tap here to enter text. |
| E-mail address (if any): | Click or tap here to enter text. |
| Name of person performing duties of a secretary to the club: | Click or tap here to enter text. |
| Address including postcode, of person performing duties of a secretary to the club: | Click or tap here to enter text. |

**Part 2: Applicant Details**

|  |  |
| --- | --- |
| Telephone no: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Current postal address if different from premises address (including postcode) | Click or tap here to enter text. |

**Part 3: Variation**

|  |  |
| --- | --- |
| Do you want the proposed variation to have effect as soon as possible? | YES  NO |
| If no, when do you want the variation to take effect from? (ie 01.02.24) | Click or tap here to enter text. |
| Describe briefly the nature of the proposed variation (see guidance note 1) | Click or tap here to enter text. |
| If the club’s proposed variation would mean that 5000 or more people are expected to attend the premises at any one time, please state the number expected to attend | Click or tap here to enter text. |

**Part 4: Operating Schedule**

Please complete those parts of the Club Operating Schedule which would be subject to change if this application to vary is successful.

What qualifying club activities do you intend to conduct on the club premises which will be affected by your application?

|  |  |  |
| --- | --- | --- |
|  | plays (if ticking yes, fill in box A) |  |
|  | films (if ticking yes, fill in box B) |  |
|  | indoor sporting events (if ticking yes, fill in box C) |  |
|  | boxing or wrestling entertainments (if ticking yes, fill in box D) |  |
|  | live music (if ticking yes, fill in box E) |  |
|  | recorded music (if ticking yes, fill in box F) |  |
|  | performances of dance (if ticking yes, fill in box G) |  |
|  | 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, L and M**

1. **Plays.**

|  |  |  |  |
| --- | --- | --- | --- |
| Will the performance of a play take place indoors or outdoors or both – please tick (see guidance note 2) | indoors | outdoors | both |
|  |  |  |
| Please give further details here(see guidance note 3) | Click or tap here to enter text. | | |
| State any seasonal variations for performing plays (see guidance note 4) | Click or tap here to enter text. | | |
| 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 (see guidance note 5) | Click or tap here to enter text. | | |

Please tick as appropriate: standard days and timings (see guidance note 6)

|  |  |  |
| --- | --- | --- |
| Day | Start time  Add times in 24 hour clock. ie: 07:00-23:00 | Finish time  Add times in 24 hour clock. ie: 07:00-23:00 |
| Monday | Click or tap here to enter text. | Click or tap here to enter text. |
| Tuesday | Click or tap here to enter text. | Click or tap here to enter text. |
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| Friday | Click or tap here to enter text. | Click or tap here to enter text. |
| Saturday | Click or tap here to enter text. | Click or tap here to enter text. |
| Sunday | Click or tap here to enter text. | Click or tap here to enter text. |

1. Films**.**

|  |  |  |  |
| --- | --- | --- | --- |
| Will the exhibition of films take place indoors or outdoors or both – please tick (see guidance note 2) | indoors | outdoors | both |
|  |  |  |
| Please give further details here **(**see guidance note 3) | Click or tap here to enter text. | | |
| State any seasonal variations for the exhibition of films (see guidance note 4) | Click or tap here to enter text. | | |
| Non-standard timings. Where the club intends to use the premises for the exhibition of films at different times from those listed in the column on the left, please list (see guidance note 5) | Click or tap here to enter text. | | |

Please tick as appropriate: standard days and timings (see guidance note 6)

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| Saturday | Click or tap here to enter text. | Click or tap here to enter text. |
| Sunday | Click or tap here to enter text. | Click or tap here to enter text. |

1. **Indoor sporting events**

|  |  |
| --- | --- |
| Please give further details here **(**see guidance note 3) | Click or tap here to enter text. |
| State any seasonal variations for indoor sporting events  (see guidance note 4) | Click or tap here to enter text. |
| 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 (see guidance note 5) | Click or tap here to enter text. |

Please tick as appropriate: standard days and timings (see guidance note 6)

|  |  |  |
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| Saturday | Click or tap here to enter text. | Click or tap here to enter text. |
| Sunday | Click or tap here to enter text. | Click or tap here to enter text. |

1. Boxing or Wrestling Entertainment

|  |  |  |  |
| --- | --- | --- | --- |
| Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (see guidance note 2) | indoors | outdoors | both |
|  |  |  |
| Please give further details here **(**see guidance note 3) | Click or tap here to enter text. | | |
| State any seasonal variations for the boxing or wrestling entertainment (see guidance note 4) | Click or tap here to enter text. | | |
| Non-standard timings. Where the club intends to use the premises for boxing or wrestling entertainment at different times from those listed in the column on the left, please list (see guidance note 5) | Click or tap here to enter text. | | |

Please tick as appropriate: standard days and timings (see guidance note 6)

|  |  |  |
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| Saturday | Click or tap here to enter text. | Click or tap here to enter text. |
| Sunday | Click or tap here to enter text. | Click or tap here to enter text. |

1. Live Music.

|  |  |  |  |
| --- | --- | --- | --- |
| Will the performance of live music take place indoors or outdoors or both – please tick (see guidance note 2) | indoors | outdoors | both |
|  |  |  |
| Please give further details here **(**see guidance note 3) | Click or tap here to enter text. | | |
| State any seasonal variations for the performance of live music (see guidance note 4) | Click or tap here to enter text. | | |
| 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 (see guidance note 5) | Click or tap here to enter text. | | |

Please tick as appropriate: standard days and timings (see guidance note 6)

|  |  |  |
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| Saturday | Click or tap here to enter text. | Click or tap here to enter text. |
| Sunday | Click or tap here to enter text. | Click or tap here to enter text. |

1. Recorded Music

|  |  |  |  |
| --- | --- | --- | --- |
| Will the performance of recorded music take place indoors or outdoors or both – please tick (see guidance note 2) | indoors | outdoors | both |
|  |  |  |
| Please give further details here **(**see guidance note 3) | Click or tap here to enter text. | | |
| State any seasonal variations for the performance of recorded music (see guidance note 4) | Click or tap here to enter text. | | |
| Non-standard timings. Where the club intends to use the premises for the performance of recorded music at different times from those listed in the column on the left, please list (see guidance note 5) | Click or tap here to enter text. | | |

Please tick as appropriate: standard days and timings (see guidance note 6)

|  |  |  |
| --- | --- | --- |
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| Saturday | Click or tap here to enter text. | Click or tap here to enter text. |
| Sunday | Click or tap here to enter text. | Click or tap here to enter text. |

1. Performances of dance

|  |  |  |  |
| --- | --- | --- | --- |
| Will the performance of dance take place indoors or outdoors or both – please tick (see guidance note 2) | indoors | outdoors | both |
|  |  |  |
| Please give further details here **(**see guidance note 3) | Click or tap here to enter text. | | |
| State any seasonal variations for the performance of dance (see guidance note 4) | Click or tap here to enter text. | | |
| 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 (see guidance note 5) | Click or tap here to enter text. | | |

Please tick as appropriate: standard days and timings (see guidance note 6)

|  |  |  |
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| Sunday | Click or tap here to enter text. | Click or tap here to enter text. |

1. Anything of a similar description to that falling within e, f or g

|  |  |
| --- | --- |
| Please give a description of the type of entertainment that the club will be providing | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Will this entertainment take place indoors or outdoors or both – please tick (see guidance note 2) | indoors | outdoors | both |
|  |  |  |
| Please give further details here **(**see guidance note 3) | Click or tap here to enter text. | | |
| State any seasonal variations for this entertainment (see guidance note 4) | Click or tap here to enter text. | | |
| 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 (see guidance note 5) | Click or tap here to enter text. | | |

Please tick as appropriate: standard days and timings (see guidance note 6)

|  |  |  |
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| Saturday | Click or tap here to enter text. | Click or tap here to enter text. |
| Sunday | Click or tap here to enter text. | Click or tap here to enter text. |

1. Supply of alcohol

|  |  |  |  |
| --- | --- | --- | --- |
| Will the supply of alcohol be for consumption – please tick (see guidance note 7) | on the premises | off the premises | both |
|  |  |  |
| State any seasonal variations (see guidance note 4) | Click or tap here to enter text. | | |
| 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 (see guidance note 5) | Click or tap here to enter text. | | |

|  |  |  |
| --- | --- | --- |
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| Saturday | Click or tap here to enter text. | Click or tap here to enter text. |
| Sunday | Click or tap here to enter text. | Click or tap here to enter text. |

1. Hours club premises are open to the members and guests

|  |  |
| --- | --- |
| State any seasonal variations (see guidance note 4) | Click or tap here to enter text. |
| 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 (see guidance note 5) | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
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| Friday | Click or tap here to enter text. | Click or tap here to enter text. |
| Saturday | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8). | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Please identify those conditions currently imposed on the certificate which you believe could be removed, as a consequence of the proposed variation you are seeking. | Click or tap here to enter text. |

Please tick as appropriate

|  |  |
| --- | --- |
| I have attached the club premises certificate |  |
| I have attached the relevant part of the club premises certificate |  |
| If you are unable to provide these, please give the reasons why: | Click or tap here to enter text. |

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

|  |  |
| --- | --- |
| a) general – all four licensing objectives (b, c, d and e) (see guidance note 9) | Click or tap here to enter text. |
| b) the prevention of crime and disorder |  |
| c) public safety |  |
| d) the prevention of public nuisance |  |
| e) the protection of children from harm |  |

**Checklist:**

|  |  |
| --- | --- |
| I have made payment of the fee (this must be done via credit or debit card at the time of submission) |  |
| I have sent copies of this application and the plan to responsible authorities |  |
| I understand that I must now advertise my application |  |
| I have enclosed the club premises certificate or relevant part of it or explanation as to why not |  |
| I understand that if I do not comply with the above requirements my application will not be deemed valid and will be rejected. |  |

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

The data provided on this form and supporting documents, including any photographic image, will be used and held by South Norfolk council or Broadland district council as data controller for the purpose of issuing, maintaining and renewing (as applicable), subject to eligibility a variation for a club premises certificate and is subject to the requirements of the Data Protection Act 1998.  This personal data will be held and processed by the council in accordance with the Data Protection Act and may be disclosed to a public body or any agency nominated by a public body for the purpose of preventing and detecting fraud or other relevant criminal activity.  The information will be held on computer files and relevant paper filling systems.

Part 5 – Signatures **(see guidance note )**

|  |  |
| --- | --- |
| I (insert full name in box) | Click or tap here to enter text. |

**Make this application on behalf of the club and have authority to bind the club.**

|  |  |
| --- | --- |
| Signed (type name in box) | Click or tap here to enter text. |
| Capacity | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Address for correspondence associated with this application (see guidance note 11): | Click or tap here to enter text. |
| Telephone number: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |

**Notes for Guidance**

1. Describe the premises, for example the type of premises it is, its general situation and layout and any other information which would be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for people to consume these off-supplies, please include a description of where this 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 go on for an extra hour during 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).
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 to occur at the premises 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 machines etc.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed by someone with the authority to bind the club.
11. This is the address which we will use to correspond with the club about this application.