



Licensing Team
 North Norfolk District Council
 Council Offices
 Holt Road
 Cromer
 Norfolk
 NR27 9EN

Reference number

(office use only)

Part B

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 booklet.

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.

..... **applies for a club**
 (Insert name of club)
premises licence 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	Post code
Telephone number of Premises	

Name of person performing duties of a secretary to the club	
Address of person performing duties of a secretary to the club	
Post town	Post code
Daytime contact Telephone number (if any)	
E-mail address (if any)	

Non-domestic rateable value of premises

£

(This can be obtained from the Valuation Office website www.voa.gov.uk)

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 licence to start?

Day		Month		Year			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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?.....

Day		Month		Year			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If 5,000 or more people attend the premises at any one time, please state the number expected to attend.

--

General description of club (please read guidance note 1)

--

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

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment:

Please tick \checkmark Yes

- 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**)...

Provision of entertainment facilities for:

Please tick \checkmark Yes

- i) making music (if ticking yes, fill in **Box I**).....
- j) dancing (if ticking yes, fill in **Box J**).....
- k) entertainment of a similar description to that falling within i or j.....
(if ticking yes, fill in **Box K**)

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 L**).....

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 L**).....

IN ALL CASES PLEASE COMPLETE BOXES M, N AND O

Box A Plays Standard days and timings (Please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick ✓ (Please read guidance note 2)		Indoors	
					Outdoors	
					Both	
Day	Start	Finish	<u>Please give further details here</u> (read guidance note 3)			
Mon						
			<u>State any seasonal variations for performing plays</u> (read guidance note 4)			
Tue						
			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (read guidance note 5)			
Wed						
Thur						
Fri						
Sat						
Sun						

Box B Films Standard days and timings (Please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick ✓ (Please read guidance note 2)		Indoors	
					Outdoors	
					Both	
Day	Start	Finish	<u>Please give further details here</u> (read guidance note 3)			
Mon						
			<u>State any seasonal variations for exhibition of films</u> (read guidance note 4)			
Tue						
			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (read guidance note 5)			
Wed						
Thur						
Fri						
Sat						
Sun						

Box C Indoor sporting events Standard days and timings (Please read guidance note 6)			Will the indoor sporting events take place indoors or outdoors or both – please tick ✓ (Please read guidance note 2)		Indoors					
					Outdoors					
					Both					
Day	Start	Finish								
Mon			<u>Please give further details here</u> (read guidance note 3)							
Tue										
Wed							<u>State any seasonal variations for indoor sporting events</u> (read guidance note 4)			
Thur										
Fri										
Sat			<u>Non standard timings. Where you intend to use the premises for the indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)							
Sun										

Box D Boxing or wrestling entertainment Standard days and timings Please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick ✓ (Please read guidance note 2)		Indoors					
					Outdoors					
					Both					
Day	Start	Finish								
Mon			<u>Please give further details here</u> (read guidance note 3)							
Tue										
Wed							<u>State any seasonal variations for boxing or wrestling entertainment</u> (read guidance note 4)			
Thur										
Fri										
Sat			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)							
Sun										

Box E Live music Standard days and timings (Please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick ✓ (Please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (read guidance note 3) State any seasonal variations for the performance of live music (read guidance note 4) Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					

Box F Recorded music Standard days and timings (Please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick ✓ (Please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (read guidance note 3) State any seasonal variations for playing recorded music (read guidance note 4) Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					

Box G Performance of dance Standard days and timings (Please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick ✓ (Please read guidance note 2)		Indoors	
					Outdoors	
					Both	
Day	Start	Finish	<p>Please give further details here (read guidance note 3)</p> <hr/> <p>State any seasonal variations for performance of dance (read guidance note 4)</p> <hr/> <p>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5)</p>			
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun						

Box H Anything of a similar description to that falling within e, f or g Standard days and timings (Please read guidance note 6)			<u>Please give a description of the type of entertainment you will be providing</u>					
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick <input type="checkbox"/> (Please read guidance note 2)	Indoors				
Mon				Outdoors				
				Both				
			<u>Please give further details here</u> (read guidance note 3)					
Tue			<u>State any seasonal variations for entertainment of a similar description to that falling within e, f or g</u> (read guidance note 4)					
Wed								
Thur								
Fri								
Sat						<u>Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within e, f or g at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun								

Box I Provision of facilities for making music Standard days and timings (Please read guidance note 6)			<u>Please give a description of the facilities for making music you will be providing</u>					
Day	Start	Finish	Will the facilities be indoors or outdoors or both – please tick ✓ (Please read guidance note 2)	Indoors				
Mon				Outdoors				
				Both				
			<u>Please give further details here</u> (read guidance note 3)					
Tue			<u>State any seasonal variations for the provision of facilities for making music</u> (read guidance note 4)					
Wed								
Thur								
Fri								
Sat						<u>Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun								

BOX J Provision of facilities for dancing Standard days and timings (Please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick ✓ (Please read guidance note 2)		Indoors	
					Outdoors	
Day	Start	Finish			Both	
Mon			<u>Please give further details here</u> (read guidance note 3)			
Tue						
Wed			<u>State any seasonal variations for providing dancing facilities</u> (read guidance note 4)			
Thur						
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of dancing entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)			
Sat						
Sun						

Box K Provision of facilities for entertainment of a similar description to that falling within i or j Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment facility you will be providing</u>					
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both – please tick <input type="checkbox"/> (Please read guidance note 2)	Indoors				
Mon				Outdoors				
				Both				
			<u>Please give further details here</u> (read guidance note 3)					
Tue			<u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within i or j</u> (read guidance note 4)					
Wed								
Thur								
Fri								
Sat						<u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within i or j at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun								

Box L Supply of alcohol Standard days and timings (Please read guidance note 6)			Will the sale of alcohol be for consumption – please tick <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (Please read guidance note 7)		On premises					
					Off premises					
					Both					
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (read guidance note 4)							
Mon										
Tue										
Wed										
Thur										
Fri							<u>Non standard timings. Where the club intends to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (read guidance note 5)			
Sat										
Sun										

Box M Hours club premises are open to the members and guests Standard days and timings (Please read guidance note 6)			<u>State any seasonal variation</u> (read guidance note 4)			
Day	Start	Finish	<u>Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list</u> (please read guidance note 5)			
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun						

Box N

Please highlight any adult entertainment or services, activities, 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 8)

O 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 ✓ Yes

- I have made or enclosed payment of the fee
- I have enclosed a plan of the premises.....
- I have sent copies of this application and the plan to 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 CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE (£5,000), UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 4 – Signatures

Please read guidance note 10

I make this application on behalf of the club
(insert full name)
and have authority to bind the club

Signature

Date

Capacity.....

Address for correspondence associated with this application (please read guidance note 11)

Post Town:	Postcode:
Daytime contact telephone number	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	