



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

Reference number

(office use only)

Application to vary 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.

..... **club applies for a club**
 (Insert name of club)
premises certificate under section 84 of the Licensing Act 2003 for the premises named in Part 1 below

Club Premises Certificate number

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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 (optional)	

Part 4 – Club 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.

Provision of regulated entertainment:

Please tick ✓ 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 ✓ 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, O AND P

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)			Please give further details here (read guidance note 3)
Day	Start	Finish	State any seasonal variations for indoor sporting events (read guidance note 4)
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			
			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 (please read guidance note 5)

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	Please give further details here (read guidance note 3)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			State any seasonal variations for boxing or wrestling entertainment (read guidance note 4)		
			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 (please read guidance note 5)		

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	<u>Please give further details here</u> (read guidance note 3)			
Mon						
			<u>State any seasonal variations for the performance of live music</u> (read guidance note 4)			
Tue						
			<u>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</u> (please read guidance note 5)			
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	<u>Please give further details here</u> (read guidance note 3)			
Mon						
			<u>State any seasonal variations for playing recorded music</u> (read guidance note 4)			
Tue						
			<u>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</u> (please read guidance note 5)			
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	<u>Please give further details here (read guidance note 3)</u> <u>State any seasonal variations for performance of dance (read guidance note 4)</u> <u>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)</u>			
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			<u>State any seasonal variations for providing dancing facilities</u> (read guidance note 4)		
Wed			<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)		
Thur					
Fri					
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"/> (Please read guidance note 7)	On premises	
				Off premises	
				Both	
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol (read guidance note 4)</u>		
Mon					
Tue					
Wed					
Thur					
Fri					
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 (read guidance note 4)</u>		
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 (please read guidance note 5)</u>		
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)

Box O

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

Please tick \surd Yes

I have enclosed the club premises certificate.....

I have enclosed the relevant part of the club premises certificate.....

If you have not ticked one of these boxes please fill in reasons for not including the certificate, or part of it below

Reasons why the club has failed to enclose the club premises certificate or relevant part of it

P 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 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.....
- 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 5 – 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:
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 would be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and provides a place for consumption of these off-supplies you must include a description of where the place is 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 summer months.
5. For example, (but not exclusively), where you wish the activity to go on longer on a particular day i.e Christmas Eve.
6. Please give timings in 24 hour clock (eg 16:00)
7. If the club wishes members and their guests to be able to consume alcohol on the premises, please tick on, if the club wishes people to be able to purchase alcohol to consume away from the premises, please tick off. 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, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gambling machines.
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 we shall use to correspond with the club about this application.

Responsible Authorities

**Norfolk Constabulary Licensing Team
4th Floor
Vantage House
Fishers Lane
Norwich
Norfolk NR2 1ET**

**Mr J Burrows
Norfolk Fire Service
Fakenham Fire Station
Norwich Road
Fakenham
Norfolk NR21 8BB**

**Lynsey Eagle
Norfolk Safeguarding Children Board
Suite B
Sapphire House
Roundtree Way
Norwich NR7 8SS**

**Trading Standards
Norfolk County Council
County Hall
Martineau Lane
Norwich NR1 2DH**

**Environmental Health Department
North Norfolk District Council
Council Offices Holt Road
Cromer Norfolk NR27 9EN**