

**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.

(Insert name of club)

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

Part 1 – Club premises details

Name of club			
Postal address of premises, if any, 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)			

Part 2 – Applicant details

Daytime contact telephone number (if any)			
E-mail address (optional)			
Current postal address if different from premises address			
Post town		Postcode	

Part 3 - Variation

Please tick

Do you want the proposed variation to have effect as soon as possible?

Yes No

If not when do you want the variation to take effect from?

DD	MM	YYYY

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?
(Please see guidance note 1)

Yes No

Please describe briefly the nature of the proposed variation (Please see guidance note 2)

If the club's proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

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 as appropriate

- 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 entertainments (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, L and M

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"/>					
					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 performing plays</u> (please read guidance note 5)			
Thur										
Fri										
Sat							<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)			
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			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
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			<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)
Thur			
Fri			
Sat			
Sun			

D

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

<p><u>Hours club premises are open to the members and guests</u> Standard days and timings (please read guidance note 7)</p>			<p><u>State any seasonal variations</u> (please read guidance note 5)</p>
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			
<p><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)</p>			

K

<p><u>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</u> (please read guidance note 9).</p>

L

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 as appropriate

- 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 not enclosed the club premises certificate or relevant part of it:

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

a) General – all four licensing objectives (b, c, d and 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

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy.
- 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 SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 5 – 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 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. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.
2. 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.
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 go on for an extra hour during 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).
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 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.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed by someone with the authority to bind the club.
12. This is the address which we will use to correspond with the club about this application.

LICENSING ACT 2003

FEES

Applications for a Club Premise Certificate (New Applications and to Vary a Club Premise Certificate) is based on the current rateable value of the premises.

Rateable Value Bands	A	B	C	D	E
Main Application/Variation Fee	100	190	315	450	635
Annual Charge	70	180	295	320	350

RATEABLE VALUE

BAND

No rateable value to £4,300	A
£4,301 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

Premise Licence Fees

£

Application for a Grant or Renewal of Personal Licence	37.00
Temporary Event Notice	21.00
Theft, Loss etc of Premises Licence or Summary	10.50
Change of name/address of premises	10.50
Application to change Designated Premise Supervisor	23.00
Application for Transfer of Premises Licence	23.00
Interim Authority Notice following death of Licence Holder	23.00
Notification of Change of Premise Name	10.50
Change of Relevant Registered Address of Club	10.50
Notification of Change of Name or Alteration of Rules of Club	10.50
Theft, Loss etc. of Temporary Event Notice	10.50
Theft, Loss etc. of Personal Licence	10.50
Change of Name or/or Address of Personal Licence	10.50
Plan of Licensed Premises	10.50

**BASSETLAW DISTRICT COUNCIL RESPONSIBLE
AUTHORITIES FOR LICENSING ACT 2003**

<p>Bassetlaw District Council Licensing Department Queen's Buildings Potter Street WORKSOP Notts S80 2AH</p> <p>DX: 723180 Worksop 3 Tel: 01909 535123 E-mail: licensing@bassetlaw.gov.uk</p>	<p>Bassetlaw District Council Environmental Health Queen's Buildings Potter Street WORKSOP Notts S80 2AH</p> <p>Tel: 01909 533219 E-mail: environmental.health@bassetlaw.gov.uk</p>
<p>Nottinghamshire Police HQ (CJ) Liquor Licensing Mansfield Police Station Great Central Road MANSFIELD Notts NG18 2HQ</p> <p>Tel: 01623 483938 E-mail: liquor.licensing@nottinghamshire.pnn.police.uk</p>	<p>Bassetlaw District Council Planning Services Queen's Buildings Potter Street WORKSOP Notts S80 2AH</p> <p>Tel: 01909 533184 E-mail: planning@bassetlaw.gov.uk</p>
<p>Nottinghamshire Safeguarding Children Board Children, Families & Cultural Services Nottinghamshire County Council 3rd Floor County Hall Loughborough Road NOTTINGHAM NG2 7QP</p> <p>Tel: 0115 9773935 E-mail: michelle.elliott@nottscc.gov.uk</p>	<p>Nottinghamshire County Council Trading Standards Service County House 100 Chesterfield Road South MANSFIELD Notts NG19 7AQ</p> <p>Tel: 01623 452005 E-mail: tslicensing.cc@nottscc.gov.uk</p>
<p>Fire Protection North Group Mansfield Fire Station Rosemary Street MANSFIELD Notts NG19 6AB</p> <p>Tel: 01623 666274 E-mail: fireprotectionadmin@notts-fire.gov.uk</p>	<p>Public Health Nottinghamshire County Council County Hall West Bridgford Nottingham NG2 7QP</p> <p>E-mail: Licen.Sing@nottscc.gov.uk</p>
<p>Home Office (Immigration Enforcement) Alcohol Licensing Team Lunar House 40 Wellesley Road Croydon CR9 2BY</p> <p>E-mail: Alcohol@homeoffice.gsi.gov.uk</p>	

Advert for Worksop Guardian/Retford Times

Licensing Act 2003

Application for a Club Premise Certificate/Variation of a Club Premise Certificate

Notice is hereby given that: *

Has applied to the Licensing Authority at Bassetlaw District Council for a Club Premise Certificate/Variation of Club Premises Certificate under the Licensing Act 2003.

At: **

The proposed licensable activities and relevant times are as follows:-

Full details of the application can be viewed at Bassetlaw District Council Offices between 9am and 4pm Monday to Friday (by appointment only). Any person wishing to make a relevant representation on this application must do so in writing by the following date **** This must relate to one or more of the licensing objectives namely crime and disorder, public nuisance, public safety or protection of children from harm.

To: Licensing Section
Bassetlaw District Council
Queen's Buildings
Potter Street
Worksop
S80 2AH

It is an offence for anyone knowingly or recklessly make a false statement in connection with a Licence Application. The maximum fine on summary conviction is £5,000.

Dated this: *****

Name:

- * Name of Applicant
- ** Name and Address of Premises
- *** Please list all licensable activities
- **** Please add 28 days from the date of advert
- ***** Date of advert