Licensing Act 2003

Variation of a Club Premises Certificate

Completing the Application Form

Before completing the application, applicants should ensure that they are familiar with the Council’s “Statement of Licensing Policy” and guidance notes relating to Club Premises Certificates. These documents set out important information about the implications of the Act and what the Council expects of Licensees.

###### **Licensing Objectives**

Applicants need to bear in mind the four licensing objectives when completing the application. They are:

* Prevention of crime and disorder
* Public safety;
* Prevention of public nuisance;
* Protection of children from harm

**Incomplete Applications**

The Council cannot accept incomplete applications. The time limit for processing will not start until a correctly completed application, together with the appropriate fee, and all other documentation required has been submitted. Incomplete applications will be returned to the applicant.

**Application Form – Part 1 & 2; Club Premises & Applicant Details**

The first part of the application form concerns the club premises. Complete the name, postal address, telephone number and non-domestic rateable value of the club.

Also complete the details of the person performing the duties of secretary to the club.

**Part 3; Variation**

###### Start Date

Tick the box if you wish the variation to have effect as soon as possible, or insert a date if you wish the variation to take effect at a later date

Nature of Proposed Variation

Please describe the nature of the proposed variation, e.g. to include the provision of live music on Fridays and Saturdays.

Late night levy

There is currently no late night levy in operation in the district. This does not require completing.

**Part 4; Club Operating Schedule**

Qualifying Club Activities

Please state what licensable activities are being applied for. Tick the appropriate boxes.

###### **Boxes ‘A’ to ‘J’; Opening Times**

Please give details of the times it is proposed to provide licensed activities. Times must be given in the 24 hour clock. There are two boxes for times, to account for when the club remains closed during the day (or do not wish to provide licensable activities).

For example if it is proposed that the club will operate from 11.00am to 11.00pm on Mondays to Thursdays, 11.00am to 2.00am on Fridays and Saturdays, and from 11.00am to 10.30pm on Sundays, then the boxes should be completed as follows:

|  |  |  |
| --- | --- | --- |
| Supply of alcohol | | |
| Day | Start | Finish |
| Mon | 1100 | 2300 |
| - | - |
| Tue | 1100 | 2300 |
| - | - |
| Wed | 1100 | 2300 |
| - | - |
| Thur | 1100 | 2300 |
| - | - |
| Fri | 1100 | 0000 |
| - | - |
| Sat | 0000 | 0200 |
| 1100 | 0000 |
| Sun | 0000 | 0200 |
| 1100 | 2230 |

###### Indoors or Outdoors

If licensed activities will take place in a building or similar structure please tick “Indoors”.

If activities are to take place in the open air, or with a roof cover and no side wall covers, please tick “Outdoors”. If premises includes a garden (for example) and it is proposed that licensable activities take place in the garden, please tick both.

Further Details

Please state the type of activity to be authorised and where applicable, the frequency of these activities. (If it is proposed that licensed activities are provided regularly this need not need be specified).

For example:

*Plays –* If the club premises certificate is for a one off event, state the play title here. Otherwise state, for example, whether the plays are for children only, a mixed audience,

for an amateur dramatics association, etc.

*Film Exhibitions –* Please specify the type of films it is proposed to show, e.g. art films, mixed films for all age ranges, etc.

*Indoor Sporting Events – D*escribe the type of sports it is proposed will be provided.

*Boxing and Wrestling Entertainments* – State the category of fights it is proposed to provide and whether they will be professional or amateur.

*Performance of Live Music* – State for example how many musicians it is proposed will be performing, what type of music they may play, and whether the music will be amplified or unamplified.

*Playing of Recorded Music – S*tate the type of recorded music i.e. whether it will be a DJ or a sound system and whether karaoke will be provided.

*Performance of Dance –S*tatethe type of dancing. State whether there will be a stage or roaming dancers, such as striptease, lap dancers.

*Entertainment of a Similar Description –* State the type of entertainment, e.g. comedy shows, hypnotism performances etc.

This section can also be used to detail how often the licence is likely to be in operation, e.g. “Plays will only be held once a month for no more than three days at a time”.

Seasonal Variations

This would allow later operation on specific occasions such as during the summer months (Please specify which months). Please state when it is proposed to open and for how long.

Non Standard Timings

This caters for special events or Bank Holidays, for example. Please specify details this box.

**Box ‘J’ - Hours Premises Are Open to the Public**

Please state what time the members may enter the premises and what the latest time is they will leave, regardless of whether licensable activities are taking place.

**Box ‘K’ - Activities That May Give Rise to Concern in Respect of Children**

This could include nudity or semi-nudity (such as exotic dancers) or the presence of gaming machines. Give details here.

**Box ‘L’ – Current Licence Conditions**

Detail any of the current certificate conditions which you wish to remove as a consequence of the proposed variation you are seeking.

**‘M’ – Steps You Intend to Take to Promote the Four Licensing Objectives**

This is where the applicant must demonstrate to the responsible authorities and any interested parties (e.g. local residents) that the club can be operated responsibly and in accordance with the licensing objectives and the Council’s Statement of Licensing Policy.

If these people do not feel the steps proposed are adequate, they may object to the certificate being granted. It is in everybody’s interests to reduce the likelihood of people objecting to the application. Applicants should give careful consideration to how they will address the four licensing objectives.

Examples of areas applicants may wish to consider are given below.

*a) General – All Four Licensing Objectives*

* Staff training on licensing issues.
* Installing a suitable CCTV system following consultation with the West Yorkshire Police.

*b) The Prevention of Crime and Disorder*

* Drugs policies/notices.
* Membership of a local Pubwatch scheme.
* Provision of adequate lighting.
* Use of a communication link to other licensed premises in the area.
* Age restrictions.
* Search policies.

*c) Public Safety*

* Provision of emergency lighting.
* Provision of additional escape routes.
* Accommodation limits.
* First Aid provision.
* Seating arrangements.
* Number of attendants.

*d) The Prevention of Public Nuisance*

* Provision and use of a noise-limiting device.
* Secondary glazing/soundproofing.
* Noise patrols of the local area.
* Keeping the music to a reasonable level.
* Litter clearance.
* Considerate loading/unloading arrangements.
* Controlling noxious odours from cooking etc.
* Not using external areas after a certain time.
* Restricting hours that amplified music can take place.
* Keeping doors and windows closed while the licence is being used.
* Prevention of light pollution.
* Notices asking members to leave quietly.

*e) The Protection of Children from Harm*

* Restricting access to adult entertainment, e.g. lap dancing, age restricted films etc.
* Provision of children’s areas.
* CRB checks of staff involved in looking after young people.
* Proof of scheme e.g. Challenge 21.
* Prevention of access to gaming machines.
* A limit on the hours during which children can be present on the premises.
* Requirement to be accompanied by an adult.
* Requirement for attendants to be present when children’s activities are taking place.

Applicants are not expected to address issues already covered by existing legislation, e.g. “I will not serve to people who are obviously drunk” or “I will not serve alcohol to under-18’s”.

**Whatever is stated in this section may become a condition of the Club Premises Certificate. Therefore applicants should not volunteer to do anything that they are not able, or not prepared to do if the Certificate is granted.**

**Advertising Your Application**

Applications must be advertised by way of a pale blue notice displayed at the premises for 28 days following the date after the date on which the application is made. The notice must be displayed in a position where persons passing in the street can easily read it. A form for this purpose is included. Please contact the Licensing Team if you require any further assistance with this.

A notice of the application must also be published in the local press within ten working days following the day after the date of the application. A form for this purpose is enclosed. A copy of the newspaper containing the advertisement must be forwarded to the Licensing Team as soon as it is published.

###### **Documents to be Included**

The following must be enclosed with the application:

* The fee (please see the fee schedule enclosed and make cheques payable to ‘Bradford Council’);
* A completed club declaration (please see enclosed club declaration form).
* A copy of the club rules.
* A plan of the premises, where the variation application is to make structural alterations/changes to layout etc.

The plan must be drawn to a scale of 1 centimetre to 1 metre, unless the Council have previously confirmed in writing to the applicant that an alternative scale is acceptable. The plan must show the following details;

- The whole building, including non licensed areas;

- Any external or internal walls which comprise the premises, or in which the premises are comprised*;*

- All exits from the premises;

- The location of the escape routes from the premises, including fire doors;

- Where the existing licensed activity relates to the supply of alcohol, the location(s) on the premises that are used for the consumption of alcohol*;*

- Fixed structures (including furniture) or similar objects temporarily in a fixed location that may impact on the ability of customers to use exits or escape routes without impediment;

- Where premises include a stage or raised area, the location and height of each stage or area relative to the floor;

- The location and type of any fire safety and other safety equipment; fire door signage and door exit devices i.e. push bars/pads and emergency lighting both inside and outside the premises. Means or fighting fires i.e. fire extinguishers. Means for giving warning and detecting fires on the premises i.e. fire alarm systems including sounders and manual break glass points.

- The location of any kitchen on the premises*;*

- Where the premises are used for more than one existing licensable activity, the area within the premises used for each activity*;*

- Where premises includes any room or rooms containing public conveniences the location of the room or rooms*;*

- Where premises includes steps, stairs, elevators or lifts the location of same.

All items should be clearly identified by use of symbols on the plan and a legend to assist in interpretation.

**Part 5; Signatures**

The application should be signed be a person who has the authority to bind the club. Agents may sign providing they have authority to do so.

###### **Copy to Responsible Authorities**

Applicants must supply a copy of the application to the following agencies (see next page also):

|  |  |
| --- | --- |
| **1. Licensing Team**  Bradford Metropolitan District Council  Department of Place  Argus Chambers, Hall Ings  Bradford BD1 1HX  Telephone: 01274 432240  Email: licensing@bradford.gov.uk | **2. West Yorkshire Police**  Licensing Section  Trafalgar House Police Station  Nelson Street,  Bradford BD5 0DX  Telephone: 01274 471446  Email: bradford.licensing@westyorkshire.  pnn.police.uk |
| **3. Planning Services**  Bradford Metropolitan District Council  Development Services  Britannia House, Hall Ings  Bradford BD1 1HX  Telephone: 01274 431464  Email: planning.enforcement@  bradford.gov.uk | **4. Bradford Safeguarding Children**  **Board**  Bradford Metropolitan District Council  Floor 6, Margaret McMillan Tower  Princes Way  Bradford BD1 1NN  Telephone: 01274 434966  Email: jill.sunderland@bradford.gov.uk |
| **5. West Yorkshire Trading Standards**  Nepshaw Lane South  Morley  Leeds  LS27 0QP  Telephone: 0113 253 0241  Email: licensing@wyjs.org.uk | **6. West Yorkshire Fire & Rescue Service**  Fire Protection Dept  Oakroyd Hall  Birkenshaw  BD11 2DY  Telephone: 0113 3875738  Email: fire.safety@westyorksfire.gov.uk |
| **7. Environmental Services**  Bradford Metropolitan District Council  Britannia House, Hall Ings  Bradford BD1 1HX    Telephone: 01274 437459  Email: ep.admin@bradford.gov.uk | **8. Public Health**  Dr Anita Parkin  Britannia House, Hall Ings  Bradford BD1 1HX  Telephone: 01274 432805  Email: anita.parkin@bradford.gov.uk |
| *Where the local authority is not the enforcing authority for the Health and Safety at Work Act the application must also be served on the Health and Safety Executive. Examples of such premises include civic suites, educational establishments and hospitals (not public houses, night clubs or off licence premises). If you are unsure contact the Licensing Team who will advise you further.*  **9. Health & Safety Executive**  Marshall’s Mill, Marshall Street  Leeds, LS11 9YJ  Telephone: 0113 283 4200 | |

If the application is incomplete it will have to resubmitted to these authorities.

**What Happens to your Application**

The Council will consult the relevant responsible authorities. Any of these authorities are entitled to make representations about the application, providing they are relevant to any of the four licensing objectives. Local residents and businesses in the vicinity of the premises may also make representations, providing they are relevant to the objectives.

**What Happens if Relevant Representations are Made?**

If representations are made, the Council will initially suggest that both parties attempt to reach a solution to the concerns raised. If agreement is not reached, the Council’s Area Licensing Panel will determine the application. The Area Licensing Panel is comprised of elected Members of the Council.

Applicants and those parties making representations will be invited to attend the meeting to give evidence, answer questions, and call any witnesses. The Area Licensing Panel will listen to evidence from both sides before deciding whether to grant the application. They may grant it as requested, grant with conditions (provided these are relevant to the licensing objectives) or refuse the application.

**Appeals**

If applicants are dissatisfied with a decision made by the Council, they may appeal to the Magistrates Court for the petty sessions area in which the premises are situated, within 21 days of being notified of the Council’s decision.

*This leaflet has been made as comprehensive as possible. However, in attempting to simplify the law, certain requirements have been omitted. Full details of what is required are in the legislation itself. Laws can and do change. This information was accurate when produced, but may have changed since. The Council must advise that only the Courts can give an authoritative opinion on statute law.*

*Bradford Council Licensing Team*

*3RD Floor Argus Chambers*

*Bradford, BD1 1HX*

***Telephone: 01274 432240***

***E-mail: licensing@bradford.gov.uk***

|  |
| --- |
| Licensing Team, 3rd Floor Argus Chambers, Hall Ings, Bradford, BD1 1HX |
| **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 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 84 of the Licensing Act 2003 for the premises described in Part 1 below.**

|  |  |
| --- | --- |
| **Club premises certificate number** |  |

### 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 (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 | Post code |
| 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 |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **DD** | | **MM** | | | **YYYY** | | | | |
| If not, from what date to you want the variation to take effect? |  |  | |  |  | |  |  |  |  |

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

###### **B**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Films Standard days and timings (please read guidance note 7) | | | **Will the exhibition of a films take place indoors or outdoors or both – please tick** (please read guidance note 3) | **Indoors** |  |
| **Outdoors** |  |
| **Day** | **Start** | **Finish** | **Both** |  |
| **Mon** |  |  | **Please give further details here** (please read guidance note 4) | | |
|  |  |
| **Tue** |  |  |
|  |  |
| **Wed** |  |  | **State any seasonal variations for the exhibition of films** (please read guidance note 5) | | |
|  |  |
| **Thur** |  |  |
|  |  |
| **Fri** |  |  | **Non standard timings. Where you intend to use the club premises for the exhibition of films at different times to those listed in the column on the left, please list** (please read guidance note 6) | | |
|  |  |
| **Sat** |  |  |
|  |  |
| **Sun** |  |  |
|  |  |

###### **C**

|  |  |  |  |
| --- | --- | --- | --- |
| Indoor sporting events Standard days and timings (please read guidance note 7) | | | **Please give further details** (please read guidance note 4) |
|
| **Day** | **Start** | **Finish** |
| **Mon** |  |  |
|  |  |
| **Tue** |  |  | **State any seasonal variations for indoor sporting events** (please read guidance note 5) |
|  |  |
| **Wed** |  |  |
|  |  |
| **Thur** |  |  |
|  |  |
| **Fri** |  |  | **Non standard timings. Where you intend to use the club premises for indoor sporting events at different times to those listed in the column on the left, please list.** (please read guidance note 6) |
|  |  |
| **Sat** |  |  |
|  |  |
| **Sun** |  |  |
|  |  |

###### **D**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Boxing or wrestling entertainment**  Standard days and timings (please read guidance note 7) | | | **Will the boxing or wrestling entertainment take place indoors or outdoors or both** – **please tick** (please read guidance note 3) | **Indoors** |  |
| **Outdoors** |  |
| **Day** | **Start** | **Finish** | Both |  |
| **Mon** |  |  | **Please give further details here** (please read guidance note 4) | | |
|  |  |
| **Tue** |  |  |
|  |  |
| **Wed** |  |  | **State any seasonal variations for the boxing or wrestling entertainment** (please read guidance note 5) | | |
|  |  |
| **Thur** |  |  |
|  |  |
| **Fri** |  |  | **Non standard timings. Where you intend to use the club premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list.** (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** |  |
| **Outdoors** |  |
| **Day** | **Start** | **Finish** | **Both** |  |
| **Mon** |  |  | **Please give further details here** (please read guidance note 4) | | |
|  |  |
| **Tue** |  |  |
|  |  |
| **Wed** |  |  | **State any seasonal variations for the performance of live music** (please read guidance note 5) | | |
|  |  |
| **Thur** |  |  |
|  |  |
| **Fri** |  |  | **Non standard timings. Where you intend to use the club 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 6) | | |
|  |  |
| **Sat** |  |  |
|  |  |
| **Sun** |  |  |
|  |  |

###### **F**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Recorded music**  Standard days and timings (please read guidance note 7) | | | **Will the playing of recorded music take place indoors or outdoors or both** – **please tick** (please read guidance note 3) | **Indoors** |  |
| **Outdoors** |  |
| **Day** | **Start** | **Finish** | **Both** |  |
| **Mon** |  |  | **Please give further details here** (please read guidance note 4) | | |
|  |  |
| **Tue** |  |  |
|  |  |
| **Wed** |  |  | **State any seasonal variations for the playing of recorded music** (please read guidance note 5) | | |
|  |  |
| **Thur** |  |  |
|  |  |
| **Fri** |  |  | **Non standard timings. Where you intend to use the club 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 6) | | |
|  |  |
| **Sat** |  |  |
|  |  |
| **Sun** |  |  |
|  |  |

###### **G**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Performance of dance Standard days and timings (please read guidance note 7) | | | **Will the performance of dance take place indoors or outdoors or both** – **please tick** (please read guidance note 3) | **Indoors** |  |
| **Outdoors** |  |
| **Day** | **Start** | **Finish** | **Both** |  |
| **Mon** |  |  | **Please give further details here** (please read guidance note 4) | | |
|  |  |
| **Tue** |  |  |
|  |  |
| **Wed** |  |  | **State any seasonal variations for the performance of dance** (please read guidance note 5) | | |
|  |  |
| **Thur** |  |  |
|  |  |
| **Fri** |  |  | **Non standard timings. Where you intend to use the club premises for the performance of dance at different times to those listed in the column on the left, please list.** (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 you will be providing | | |
| **Will the entertainment take place indoors or outdoors or both** – **please tick** (please read guidance note 3) | **Indoors** |  |
| **Outdoors** |  |
| **Day** | **Start** | **Finish** | **Both** |  |
| **Mon** |  |  | **Please give further details here** (please read guidance note 4) | | |
|  |  |
| **Tue** |  |  |
|  |  |
| **Wed** |  |  | **State any seasonal variations for the entertainment of a similar description to that falling within (e), (f) or (g)** (please read guidance note 5) | | |
|  |  |
| **Thur** |  |  |
|  |  |
| **Fri** |  |  | **Non standard timings. Where you intend to use the club premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list.** (please red guidance note 6) | | |
|  |  |
| **Sat** |  |  |
|  |  |
| **Sun** |  |  |
|  |  |

###### **I**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Supply of alcohol Standard days and timings (please read guidance note 7) | | | **Will the supply of alcohol be for consumption on or off the premises or both** – **please tick** (please read guidance note 8) | **On the premises** |  |
| **Off the premises** |  |
| **Day** | **Start** | **Finish** | **Both** |  |
| **Mon** |  |  | **State any seasonal variations for the supply of alcohol** (please read guidance note 5) | | |
|  |  |
| **Tue** |  |  |
|  |  |
| **Wed** |  |  |
|  |  |
| **Thur** |  |  | **Non standard timings. Where you intend to use the club premises for the supply of alcohol at different times to those listed in the column on the left, please list.** (please read guidance note 6) | | |
|  |  |
| **Fri** |  |  |
|  |  |
| **Sat** |  |  |
|  |  |
| **Sun** |  |  |
|  |  |

###### **J**

|  |  |  |  |
| --- | --- | --- | --- |
| **Hours club premises are open to the public**  Standard days and timings (please read guidance note 7) | | | **State any seasonal variations** (please read guidance note 5) |
|
| **Day** | **Start** | **Finish** |
| **Mon** |  |  |
|  |  |
| **Tue** |  |  |
|  |  |
| **Wed** |  |  |
|  |  | **Non standard timings. Where you intend to use the club premises to be open to members and guests at different times from those listed in the column on the left, please list.** (please read guidance note 6) |
| **Thur** |  |  |
|  |  |
| **Fri** |  |  |
|  |  |
| **Sat** |  |  |
|  |  |
| **Sun** |  |  |
|  |  |

**K**

|  |
| --- |
| **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 9) |

**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 failed to enclosed the club premises certificate or relevant part of it |

**M**

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

1. **General – all four licensing objectives (b, c, d, e)** (please read guidance note 10)

|  |
| --- |
|  |

1. **The prevention of crime and disorder**

|  |
| --- |
|  |

1. **Public safety**

|  |
| --- |
|  |

1. **The prevention of public nuisance**

|  |
| --- |
|  |

1. **The protection of children from harm**

|  |
| --- |
|  |

**Checklist**

**Please tick to indicate agreement**

|  |  |
| --- | --- |
| * I have made or enclosed payment of the fee; or |  |
| * 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 4 – 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 email your email address** | |

**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 Team, 3rd Floor Argus Chambers, Hall Ings, Bradford, BD1 1HX |
| **Declaration for a club premises certificate to be granted**  **under the Licensing Act 2003** |
| **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 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 | Post code |
| Telephone number at premises (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 ✓**

|  |  |
| --- | --- |
| 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 |  |

|  |  |
| --- | --- |
| Please give relevant club rule number(s) |  |

|  |  |
| --- | --- |
| 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 ✓**

|  |  |
| --- | --- |
| 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 ✓**

|  |  |
| --- | --- |
| 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), |  |

b) or, as follows

|  |
| --- |
| (Please provide a short description) |

|  |
| --- |
| Please describe details of the books of accounts 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). Use separate sheet if necessary. |

**Please tick ✓**

|  |  |
| --- | --- |
| Condition 4 in section 62(5) of the Licensing Act 2003 |  |

|  |  |
| --- | --- |
| Condition 5 in section 62(6) of the Licensing Act 2003 |  |

**Please tick ✓**

|  |  |
| --- | --- |
| 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 club 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, LIABLE ON CONVICTION TO A FINE UP TO 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.**

**I ……………………………………………………………………….. make this declaration on behalf of the club and have authority to bind the club.**

Signature ………………………………………………………………………………………………………….……....

Date ………………………………………………………………………………………………………………………..

Capacity ……………………… ……………………………………………………………………………………….....

# Licensing Act 2003

# Fee Schedule

### Premises Licence / Club Premises Certificates

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rateable Value Band** | **A** | **B** | **C** | **D\*** | **E\*** |
| **Application fee** | £100 | £190 | £315 | £450 | £635 |
| **Annual Charge**  (applicable the year after grant of licence) | £70 | £180 | £295 | £320 | £350 |
| **Full Variation fee** | £100 | £190 | £315 | £450 | £635 |

**In addition, a multiplier will be applied to premises within bands D and E, where they are exclusively or primarily in the business of selling alcohol.**

**\* Premises within band D – Fee shall be the application fee or annual charge x 2**

**\* Premises within band E – Fee shall be the application fee or annual charge x 3**

Where the maximum number of persons the applicant proposes to allow on the premises whilst licensable activities take place is 5000 or more then the following additional application fee shall apply:

|  |  |
| --- | --- |
| Number in attendance at any one time | Additional Application Fee |
| Between 5,000 and 9,999 persons | £1000 |
| Between 10,000 and 14,999 persons | £2000 |
| Between 15,000 and 19,999 persons | £4000 |

For larger events applicants should contact the Licensing Team for information regarding the relevant fee.

The rateable values that the fee bands are based on are as follows:

|  |  |
| --- | --- |
| 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 |

# Licensing Act 2003

# Fee Schedule

**Personal Licences, Temporary Events and Miscellaneous Fees**

**Provisional Statement** £315.00

**Minor Variation of premises licence / club certificate** £89

**Personal Licence** £37.00

**Temporary Event Notice** £21.00

**Copy of notice/licence/certificate or summary** £10.50

##### Notification of change of name or address £10.50

**Notification of change of details** £10.50

**Variation to premises supervisor** £23.00

**Transfer of premises licence** £23.00

**Interim Authority** £23.00

**Register freeholder interest** £21.00

##### Exemptions from Fees – Regulated Entertainment Only

No fee is payable for a premises licence to authorise regulated entertainment only in educational institutions where the entertainment is for and on behalf of the educational institute.

No fee is payable for premises licences to authorise regulated entertainment only in church halls, village halls, parish halls, community halls or similar buildings.

**LICENSING ACT 2003 - EXAMPLE ADVERTISEMENT**

APPLICANTS SHOULD SUBSTITUTE APPROPRIATE WORDS

FOR THOSE APPEARING IN BRACKETS

|  |
| --- |
| **NOTICE OF APPLICATION FOR VARIATION OF A CLUB PREMISES CERTIFICATE UNDER THE LICENSING ACT 2003**  (Club name) **applied to City of Bradford Metropolitan District Council on** (date of application) **for a certificate to use the premises at** (name and address of premises. If no postal address, state a description of the premises sufficient to enable the location and extent of the premises to be identified) **for** (please state type of licensable activity/ies, i.e. the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club/provision of regulated entertainment and the hours you propose to operate. Briefly describe the variation).  **Representations should be made in writing to the Department of Place, Licensing Team, Argus Chambers, Hall Ings, Bradford, BD1 1HX by** (date - must be 28 days following the day after the application was submitted to the Council).  **Persons wishing to inspect the Licensing Register may do so at the above address between the hours of 09.00 – 17.00 Monday to Thursday and 09.00 – 16.30 Friday. It is an offence to knowingly or recklessly make a false statement in connection with an application which carries a maximum fine of £5000.**  **Dated…………………………….** |

This notice must be published in a local newspaper circulating in the vicinity of the premises, on at least one occasion within 10 working days of making the application to the Council.

The full page of the newspaper containing the notice must be sent to the Council’s Licensing Team as soon as it is published.

If you require any further assistance you can contact the Licensing Team on 01274 432240 or by e-mailing [licensing@bradford.gov.uk](mailto:licensingteam@bradford.gov.uk)

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**LICENSING ACT 2003**

**PUBLIC NOTICE OF APPLICATION FOR**

**VARIATION OF A CLUB PREMISES CERTIFICATE**

**APPLICATION HAS TODAY BEEN MADE TO THE COUNCIL FOR THE ABOVE CERTIFICATE BY:**

**Name of Club: ..…………………………………...……………………..**

**Address of Premises: …………………………………………………..**

**………………………………………………………………………………**

(If no postal address, state a description of the premises which enables the location and extent of the premises to be identified)

**Date: ……………………………………………………………………….**

(This notice must be displayed following the day after the application was submitted to the Council for a period of 28 days on or near the premises in a position where it can easily be read by the public.)

**For: ………………………………………………………………………...**

**………………………………………………………………………………**

(Please state type of licensable activity/ies – the supply of alcohol by or on behalf of a club to a member of the club/provision of regulated entertainment. Briefly describe the variation).

**Proposed Hours of Operation: ……………………………………….**

**………………………………………………………………………………**

**REPRESENTATIONS SHOULD BE MADE IN WRITING WITHIN 28 DAYS OF THE ABOVE DATE TO:**

**DEPARTMENT OF PLACE, LICENSING TEAM,**

**ARGUS CHAMBERS, HALL INGS, BRADFORD, BD1 1HX**

**Persons wishing to inspect the licensing register may do so at the above address between the hours of 09.00 – 17.00 Monday to Thursday and 09.00 – 16.30 Friday. The licensing register is also available online at www.bradfordlicensing.org.uk**

**It is an offence to knowingly or recklessly make a false statement in connection with an application which carries a maximum fine of £5000.**

***Note: This notice must be printed on pale blue paper****.*