

VARIATION OF A CLUB PREMISES CERTIFICATE APPLICATION PACK

The application pack consists of the following forms:

- (i) Application form for the type of licence needed
- (ii) Blue Notice of Display
- (iii) Advertisement format

Please contact the Licensing office to discuss if you qualify for a Club Premises Certificate before submitting an application.

General Procedure where appropriate for both types of Application

- The form must be completed in black, otherwise it will be rejected.
- Complete all parts of the form that are relevant to the licensable activities required.
- Make sure you insert the non-domestic rateable value so that you may calculate your application fee
- Ensure you complete Part 3 of the Operating Schedule to show when you want the licence to commence, give a general description of the premises and make certain you tick every box necessary to give you the type of regulated entertainment sought. You will see from the form that you must complete Boxes M, N, O and P.
- If you are in any doubt as to what to put in Box P, please contact the Licensing Section who will be pleased to help you.
- The Blue Notice of Display should be completed and you must ensure that the date at the foot of the form is a full 28 days from the date that the Notice is displayed on the premises in such a position that anyone may see it without the need to enter the premises.
- The advertisement should be submitted for publication in the Public Notices Section of a locally available newspaper and this should be published as soon as possible after the day you display your Blue Notice or, in any case, no later than ten days from serving the application on the Licensing Authority. The expiry date for both the Blue Notice and the public advertisement should be the same. When the advertisement is published, you should forward a copy of it to the Licensing Section.
- The original copy of the application and supporting documents together with the fee should be sent to the Licensing Section and copies of all documents sent to the Responsible Authorities as per the list enclosed with the application pack.

Finalisation of the application process

Responsible Authorities and the public have 28 days in which to lodge a representation against the application. If none are received, then the application process will be completed and the licence will be granted on the terms and conditions sought. If a representation is received it will be necessary for the application to be determined by one of the Licensing Authority's Premises/Personal Licences Sub-Committees and you will be invited to attend a Hearing so that all points of view can be taken into account prior to a decision being made. You will be given proper Notice of the date of the Hearing and sent copies of any representation received. In order to avoid the necessity for the Hearing to take place, it is open to you to contact anyone objecting to your application to see if agreement can be reached so that the representation can be withdrawn. If this happens you should notify the Licensing Section, who will expect written confirmation of withdrawal from both parties and any conditions that have been agreed as these eventually will be attached to the Licence.

Licensing Office

Licensing Authority, Tendring District Council, 88-90 Pier Avenue,
Clacton on Sea, Essex CO15 1TN

Email: licensingsection@tendringdc.gov.uk General Licensing Telephone: 01255 686565

Please be aware that the Licensing Office is only open for personal callers Tuesdays and Wednesdays between the hours of 10.00 a.m. and 12.00 midday and Friday between the hours of 1.00 p.m. and 4.00 p.m. outside of these times an appointment will need to be made with a member of the Licensing Team.

Plans Guidance

All plans shall be to the scale of 1:100 unless otherwise agreed by all parties.

(1) The plan of the premises which, in accordance with paragraphs 2(5)(a) and (6)(b) of Schedule 8, must accompany the application shall comply with the remaining paragraphs of this article.

(2) Unless the relevant licensing authority has previously agreed in writing with the applicant following request by the applicant that an alternative scale plan is acceptable to it, in which case the plan shall be drawn to that alternative scale, the plan shall be drawn in standard scale.

(3) The plan shall show:

- (a) the extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises;
- (b) the location of points of access to and egress from the premises;
- (c) if different from paragraph (3)(b), the location of escape routes from the premises;
- (d) in a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity;
- (e) in a case where an existing licensable activity relates to the supply of alcohol, the location or locations on the premises which is or are used for consumption of alcohol;
- (f) fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;
- (g) in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
- (h) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- (i) in a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- (j) the location and type of any fire safety and any other safety equipment; and
- (k) the location of a kitchen, if any, on the premises.

(4) The plan may include a legend through which the matters mentioned or referred to in paragraph (3) are sufficiently illustrated by the use of symbols on the plan.

Responsible Authorities

Please send any original correspondence concerning the Licensing Act 2003 to:
Licensing Authority, Tendring District Council, 88-90 Pier Avenue,
Clacton on Sea, Essex CO15 1TN

You will also be required to send copies of your full application form and plans to each Responsible Authority for consultation. You can find the Responsible Authorities list on the Councils licensing web page - <http://www.tendringdc.gov.uk/business/licensing-legislation/alcohol-entertainment-and-late-night-refreshments>

TENDRING DISTRICT COUNCIL

**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 premises certificate
(Insert name of club)
under Section 84 to 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	Post Code
Telephone number (if any)	
Email 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)	
Email address (optional)	

Part 2 – Applicant Details

Daytime contact telephone number
(if any)

Email address (optional)

Current postal address if different
from the premises address

Post Town

Post Code

Part 3 – Variation

Please tick ✓ Yes

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

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

Day	Month	Year

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

Please describe briefly the nature of the proposed variation (please see guidance note 1)

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 were successful.

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

Please tick ✓ **Yes**

Provision of regulated entertainment:

- 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)

Provision of entertainment facilities for:

- 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 K)

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 complete boxes M, N, O and P

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> (please read guidance note 3)		
Mon					
			<u>State any seasonal variations for performing plays</u> (please 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> (please read guidance note 5)		
Wed					
Thur					
Fri					
Sat					
Sun					

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> (please read guidance note 3)		
Mon					
			<u>State any seasonal variations for the exhibition of film</u> (please 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> (please read guidance note 5)		
Wed					
Thur					
Fri					
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details here</u> (please read guidance note 3)	
Day	Start	Finish		
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)	
Tue				
Wed				
Thur				<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri				
Sat				
Sun				

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will 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> (please read guidance note 3)								
Tue											
Wed						<u>State any seasonal variations for the boxing or wrestling entertainment</u> (please read guidance note 4)					
Thur											
Fri									<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)		
Sat											
Sun											

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> (please read guidance note 3)					
Mon								
Tue								
Wed						<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Thur								
Fri						<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)		
Sat								
Sun								

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> (please read guidance note 3)					
Mon								
Tue								
Wed						<u>State any seasonal variations for playing recorded music</u> (please read guidance note 4)		
Thur								
Fri						<u>Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat								
Sun								

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</u> (please read guidance note 3)		
Mon					
Tue					
			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Wed					
Thur					
			<u>Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

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 the entertainment take place indoors or outdoors or both – please tick [✓] (please read guidance note 2).	Indoor	
				Outdoor	
Mon				Both	
			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where the club intends to use the premises for the entertainment at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

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 for making music be indoors or outdoors or both – please tick [✓] (please read guidance note 2).	Indoor	
				Outdoor	
Mon				Both	
				<u>Please give further details here</u> (please read guidance note 3)	
Tue					
Wed					
			<u>State any seasonal variations for the provision of facilities for making music</u> (please read guidance note 4)		
Thur					
Fri					
			<u>Non standard timings. Where the club intends 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)		
Sat					
Sun					

J

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

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 the club will be providing</u>		
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both – please tick [✓] (please read guidance note 2).	Indoor	
				Outdoor	
Mon			<u>Please give further details here</u> (please read guidance note 3)	Both	
Tue			<u>State any seasonal variations for the provision of this entertainment facility of a similar description to that falling within (I) or (J)</u> (please read guidance note 4)		
Wed			<u>Non standard timings. Where the club intends to use the premises for the provision of facilities of this entertainment facilities at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

L

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption (please tick [✓] box) (please read guidance note 7)		On the premises																									
<table border="1"> <thead> <tr> <th>Day</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td></td> <td></td> </tr> <tr> <td>Tue</td> <td></td> <td></td> </tr> <tr> <td>Wed</td> <td></td> <td></td> </tr> <tr> <td>Thur</td> <td></td> <td></td> </tr> <tr> <td>Fri</td> <td></td> <td></td> </tr> <tr> <td>Sat</td> <td></td> <td></td> </tr> <tr> <td>Sun</td> <td></td> <td></td> </tr> </tbody> </table>			Day	Start	Finish	Mon			Tue			Wed			Thur			Fri			Sat			Sun					Off the premises	
			Day	Start	Finish																									
Mon																														
Tue																														
Wed																														
Thur																														
Fri																														
Sat																														
Sun																														
Both																														
			<u>State any seasonal variations</u> (please read guidance note 4)																											
			<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> (please read guidance note 5)																											

Please tick ✓ 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 in order 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

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, 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 and have authority to bind the club.**

Signature:

Date:

Capacity:

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

Post Town

Post Code

Telephone number (if any)

Email address – if you would prefer us to correspond with you by email (optional)

Notes for Guidance

1. Describe the premises. For example the type of premises it is, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for people to consume these off-supplies please include a description of where this will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. Please state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively) where the activity will go on for an extra hour during summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular i.e. Christmas Eve
6. Please give timings in 24 hour clock. (e.g. 16:00)
7. If the club wishes members and their guests to be able to consume alcohol on the premises please tick on, 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 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 etc gambling machines etc.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed by someone with the authority to bind the club.
11. This is the address which we will use to correspond with the club about this application.

LICENSING ACT 2003

An application has been submitted to TENDRING DISTRICT COUNCIL as the LICENSING AUTHORITY for the TENDRING DISTRICT as follows:-

Type of Application:	
Name of Applicant:	
Premises:	
Address of Premises:	
Type of Activity to be licensed	

Any person wishing to lodge a representation concerning this application may send this, in writing, to Tendring District Council, Licensing Section, 88-90 Pier Avenue, Clacton on Sea, Essex CO15 1TN or deliver this personally to the Council Offices at 88-90 Pier Avenue, Clacton on Sea where the Public Register is available and may be viewed during normal office hours.

Any such representation must be received by the Licensing Authority by the following date:

Please note that it is an offence knowingly or recklessly to make a false statement in connection with an application and there is a maximum fine of £5,000 for which a person is liable on summary conviction for the offence

NEWSPAPER ADVERT TEMPLATE

LICENSING ACT 2003

TAKE NOTICE that¹ has applied to Tendring District Council as the Licensing Authority for the Tendring District for the variation of a Club Premises Certificate in respect of ²
situate at ³
to permit the licensable activities to take place on the occasions and times as set out below.⁴-

Any person wishing to lodge a representation concerning this application may send this, in writing, to Tendring District Council, Licensing Section, 88-90 Pier Avenue, Clacton on Sea, Essex CO15 1TN or deliver this personally to the Council Offices at 88-90 Pier Avenue, Clacton on Sea where the Public Register is available and may be viewed during normal office hours.

Any such representation must be received by the Licensing Authority no later than⁵

Please note that it is an offence knowingly or recklessly to make a false statement in connection with an application and there is a maximum fine of £5,000 for which a person is liable on summary conviction for the offence

¹ Applicant(s) full name

² Name of Premises

³ Full postal address of premises

⁴ Type of activity plus days and start and finish times

⁵ Insert the date which is shown on the blue form displayed on the premises