



Reference number: (Office use only)
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**Application for a club premises certificate to be granted under the
Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING

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 71 of the Licensing Act 2003** for the premises described in
Part 1 below (the club premises).

Part 1 – Club premises details

Name of club	
Postal address of club premises 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)	

Non-domestic rateable value of club premises £

Are the club premises occupied and habitually used by the club? Yes No

Part 2 – Club Operating Schedule

When do you want the club premises certificate to start?

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

If you wish the certificate to be valid only for a limited period, when do you want it to end?

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

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

General description of club premises (please read guidance note 1)

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

Provision of regulated entertainment

Please tick ✓ yes

- a) Plays (if ticking yes, please fill in box A)
- b) Films (if ticking yes, please fill in box B)
- c) Indoor sporting events (if ticking yes, please fill in box C)
- d) Boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) Live music (if ticking yes, please fill in box E)
- f) Recorded music (if ticking yes, please fill in box F)
- g) Performances of dance (if ticking yes, please fill in box G)
- h) Anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, please 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, please 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, complete boxes M, N and O.

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 ✓ yes opposite (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
				Both		
Mon			Please give further details here (please read guidance note 3)			
Tues						
Wed				State any seasonal variations for performing plays (please read guidance note 4)		
Thurs						
Fri			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 (please read guidance note 5).			
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 ✓ yes opposite (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
				Both		
Mon			Please give further details here (please read guidance note 3)			
Tues						
Wed				State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thurs						
Fri			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 (please read guidance note 5).			
Sat						
Sun						

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details here (please read guidance note 3)	
Day	Start	Finish		
Mon				
Tues				
Wed				State any seasonal variations for indoor sporting events (please read guidance note 4)
Thurs				
Fri			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 (please read guidance note 5).	
Sat				
Sun				

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 ✓ yes opposite (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tues					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thurs					
Fri			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).		
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 ✓ yes opposite (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
Tues						
Wed				State any seasonal variations for the performance of live music (please read guidance note 4)		
Thurs						
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5).			
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 ✓ yes opposite (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
Tues						
Wed				State any seasonal variations for playing recorded music (please read guidance note 4)		
Thurs						
Fri			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 5).			
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 ✓ yes opposite (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			Please give further details here (please read guidance note 3)		
Tues			State any seasonal variations for the performance of dance (please read guidance note 4)		
Wed			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 (please read guidance note 5).		
Thurs					
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)			Please give a description of the type of entertainment you will be providing		
			Will this entertainment take place indoors or outdoors or both - please tick ✓ yes opposite (please read guidance note 2)		Indoors
			Outdoors		
			Both		
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
Tues					
			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 (please read guidance note 5).		
Wed					
Thurs					
Fri					
Sat					
Sun					

I

Provision of facilities for making music Standard days and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing					
			Will the facilities for making music be indoors or outdoors or both - please tick ✓ yes opposite (please read guidance note 2)	<table border="1"> <tr> <td>Indoors</td> <td></td> </tr> <tr> <td>Outdoors</td> <td></td> </tr> <tr> <td>Both</td> <td></td> </tr> </table>	Indoors		Outdoors	
Indoors								
Outdoors								
Both								
Day	Start	Finish	Please give further details here (please read guidance note 3)					
Mon								
Tues								
Wed						State any seasonal variations for the provision of facilities for making music (please read guidance note 4)		
Thurs								
Fri						Non standard timings. Where you intend to use the premises for the provision of facilities for making music at different times to those listed in the column on the left, please list (please read guidance note 5).		
Sat								
Sun								

J

Performance 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 ✓ yes opposite (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			Please give further details here (please read guidance note 3)		
Tues			State any seasonal variations for providing dancing facilities (please read guidance note 4)		
Wed			Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5).		
Thurs					
Fri					
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)			Please give a description of the type of entertainment facility that you will be providing		
			Will the entertainment facility be indoors or outdoors or both - please tick ✓ yes opposite (please read guidance note 2)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tues			State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within (I) or (J) (please read guidance note 4)		
Wed			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 (please read guidance note 5).		
Thurs					
Fri					
Sat					
Sun					

L

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption: please tick ✓ yes opposite (please read guidance note 7)	On the premises	
				Off the premises	
				Both	
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon					
Tues					
Wed					
Thurs					
Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5).					
Fri					
Sat					
Sun					

M

Hours club premises are open to the members and guests Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)		
Day		Finish	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5).		
Mon					
Tues					
Wed					
Thurs					
Fri					
Sat					
Sun					

N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the club premises that may give rise to concern in respect of children (please read guidance note 8)

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

a) General – all four licensing objectives (b, c, d, e) (please read guidance note 9)

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

Checklist

Please tick ✓ yes

I have made or enclosed payment of the fee	<input type="checkbox"/>
I have enclosed the plan of the premises	<input type="checkbox"/>
I have sent copies of this application and plan to responsible authorities	<input type="checkbox"/>
I have completed and enclosed the club declaration and enclose a copy of the club rules	<input type="checkbox"/>
I understand that I must now advertise my application	<input type="checkbox"/>
I understand that if I do not comply with the above requirements, my application will be rejected	<input type="checkbox"/>

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 3 – Signatures (please read guidance note 10)

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	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by email, your email address (optional):	

Please return the completed form and any related enclosures to the following address:

Postal address: Licensing Services Team
Public Protection Division
Cheltenham Borough Council
Municipal Offices
Promenade
Cheltenham
GL50 1PP

Telephone: 01242 775 200

Fax: 01242 264 210

Email: licensing@cheltenham.gov.uk

Website: www.cheltenham.gov.uk/licensing

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 you provide 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 the summer.
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) and only give details for the days of the week when you intend the premises to be used for the activity.
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, 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.
11. This is the address which we shall use to correspond with you about this application.