



## Declaration for a club premises certificate under the Licensing Act 2003

Please read the accompanying notes (at the end of this form) as you complete it.

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 premises details			
Name of club			
Postal address of premises or, if none, ordnance survey map reference or 'what3words' reference or description			
Post town		Postcode	
Phone number at premises (if any)			
Email address of club (if any)			

Please complete the appropriate declaration [either 1), 2) or 3)]

- 1) *Where the club is a registered society within the meaning of the Industrial and Provident Societies Act 1965, or 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:*

Condition within Licensing Act 2003	Relevant club rule number
Condition 1 in section 62(2)	
Condition 2 in section 62(3)	
Condition 4 in section 62(5)	

Does the club wish to supply alcohol to members and guests?      Yes\*      No

\*If yes, the club declares that the purchase of alcohol for the club and the supply of alcohol by the club is under control of the members or of a committee appointed by the members (please tick to confirm)

Relevant club rule number	
---------------------------	--

- 2) *Where the club is an association organised for the social wellbeing and recreation of persons employed in or about coal mines, the club declares that the club satisfies:*

Condition within Licensing Act 2003	Relevant club rule number
Condition 1 in section 62(2)	
Condition 2 in section 62(3)	

Does the club wish to supply alcohol to members and guests? Yes\* No

\*If yes, the club declares that it satisfies:

Condition within Licensing Act 2003	Relevant club rule number
The first condition in section 66(4)	
The second condition in section 66(5)	

- 3) *Where the club does not fall into categories 1) or 2) above, the club declares that the club satisfies:*

Condition within Licensing Act 2003	Relevant club rule number
Condition 1 in section 62(2)	
Condition 2 in section 62(3)	
Condition 3 in section 62(4)	
Condition 4 in section 62(5)	

Does the club wish to supply alcohol to members and guests? Yes\* ☐ No ☐

\*If yes, the club declares that it satisfies:

Condition within Licensing Act 2003	Relevant club rule number
Condition 5 in section 62(6)	
Additional condition 1, section 64(2)	
Additional condition 2, section 64(3)	
Additional condition 3, section 64(4)	

The club's arrangements for restricting the club's freedom of purchase of alcohol are:

a) contained in club rule number .....

OR

b) 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 .....

OR

b) as follows (*please provide a short description*)

--

The arrangements for giving member information about the finances of the club are:

a) contained in club rule number .....

OR

b) as follows (*please provide a short description*)

--

Details of the books of account and other records kept to ensure the accuracy of the information about finances given to members of the club are:

a) contained in club rule number .....

OR

b) as follows *(please provide a short description)*

--

---

**It is an offence under section 158 of the Licensing Act 2003 to make a false statement in, or in connection with, this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.**

I (name) .....

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

Signature		If unable to provide a digital signature please type name to the right:	
Date			
Role			



## Application for a club premises certificate to be granted under the Licensing Act 2003

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.

.....  
(Insert name of club)

**apply for a club premises certificate under section 71 of the Licensing Act 2003 for the premises described in Part 1 below (the club premises). The club is making this application to you as the relevant licensing authority in accordance with section 68 of the Licensing Act 2003.**

### Part 1 - club premises details

Postal address of premises or, if none, ordnance survey map reference or 'what3words' reference or description

Post town		Postcode	
Phone number at club (if any)			
Email address of club (if any)			

Is the club premises occupied and habitually used by the club?

Yes

No

Non-domestic rateable value of premises

£

Name of person performing duties of a secretary to the club			
Address of person performing duties of a secretary to the club			
Post town		Postcode	
Phone number:			
Mobile number:			
Email address:			

## Part 2 - club operating schedule

When do you want the club premises certificate to start?

DD	MM	YYYY

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

DD	MM	YYYY

General description of club ( <i>see note 1</i> )

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

--

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

Provision of regulated entertainment (see note 2)

*Please tick all that apply*

- a) **plays** – if yes, complete box A
- b) **films** – if yes, complete box B
- c) **indoor sporting events** – if yes, complete box C
- d) **boxing or wrestling entertainments** – if yes, complete box D
- e) **live music** – if yes, complete box E
- f) **recorded music** – if yes, complete box F
- g) **performances of dance** – if yes, complete box G
- h) anything of a similar description to that falling within (e), (f) or (g) – if yes, complete 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 yes, complete 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 yes, complete box J

**In all cases complete boxes K and L**

# A

<b>Plays</b> Standard days and timings (see note 7)			<b><u>Will the performance of a play take place indoors or outdoors or both - please tick</u></b> (see note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<b><u>Please give further details here</u></b> (see note 4)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for performing plays</u></b> (see note 5)		
Thur					
Fri			<b><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></b> (see note 6)		
Sat					
Sun					



## B

<b>Films</b> Standard days and timings (see note 7)			<b><u>Will the exhibition of films take place indoors or outdoors or both - please tick</u></b> (see note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<b><u>Please give further details here</u></b> (see note 4)		
Mon					
Tue			<b><u>State any seasonal variations for the exhibition of films</u></b> (see note 5)		
Wed			<b><u>Non-standard timings - where the club intends to use the premises for the exhibition of films at different times from those listed in the column on the left, please list</u></b> (see note 6)		
Thur					
Fri					
Sat					
Sun					

# C

<b>Indoor sporting events</b> Standard days and timings (see note 7)			<b><u>Please give further details here</u></b> (see note 4)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (see note 5)
Wed			
Thur			
Fri			<b><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></b> (see note 6)
Sat			
Sun			

# D

<b>Boxing or wrestling entertainment</b> Standard days and timings (see note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both - please tick</u></b> (see note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<b><u>Please give further details here</u></b> (see note 4)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (see note 5)		
Thur					
Fri			<b><u>Non-standard timings - where the club intends to use the premises for boxing or wrestling entertainment at different times from those listed in the column on the left, please list</u></b> (see note 6)		
Sat					
Sun					

# E

<b>Live music</b> Standard days and timings (see note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both - please tick</u></b> (see note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<b><u>Please give further details here</u></b> (see note 4)		
Mon					
Tue			<b><u>State any seasonal variations for the performance of live music</u></b> (see note 5)		
Wed			<b><u>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</u></b> (see note 6)		
Thur					
Fri					
Sat					
Sun					

# F

<b>Recorded music</b> Standard days and timings (see note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both - please tick</u></b> (see note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<b><u>Please give further details here</u></b> (see note 4)		
Mon					
Tue			<b><u>State any seasonal variations for the playing of recorded music</u></b> (see note 5)		
Wed			<b><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></b> (see note 6)		
Thur					
Fri					
Sat					
Sun					

# G

<b>Performance of dance</b> Standard days and timings (see note 7)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (see note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (see note 4)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (see note 5)		
Thur					
Fri			<b><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></b> (see note 6)		
Sat					
Sun					

## H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings <i>(see note 7)</i>			Please give a description of the type of entertainment that the club will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> <i>(see note 3)</i>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> <i>(see note 4)</i>		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> <i>(see note 5)</i>		
Fri					
Sat			<b><u>Non-standard timings - where the club intends to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times from those listed in the column on the left, please list</u></b> <i>(see note 6)</i>		
Sun					

I

<b>Supply of alcohol</b> Standard days and timings (see note 7)			<b><u>Will the supply of alcohol be for consumption - please tick</u></b> (see note 8)	On the premises	
				Off the premises	
Day	Start	Finish		Both	
Mon			<b><u>State any seasonal variations for the supply of alcohol</u></b> (see note 5)		
Tue					
Wed					
Thur			<b><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></b> (see note 6)		
Fri					
Sat					
Sun					



## J

<b>Hours club premises is open to members and guests</b> Standard days and timings <i>(see note 7)</i>			<b><u>State any seasonal variations</u></b> <i>(see note 5)</i>
Day	Start	Finish	
Mon			
Tue			<b><u>Non-standard timings - when the club intends the premises to be open to members and guests at different times from those listed in the column on the left, please list</u></b> <i>(see note 6)</i>
Wed			
Thur			
Fri			
Sat			
Sun			

## K

**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** *(see note 9).*

## **L**

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

**a) General – all four licensing objectives (b, c, d and e)** *(see 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 confirm*

- I have made or enclose payment of the fee (see page 21)
- I have enclosed the outlined and labelled plan of the premises
- I am sending copies of this application and the plan to responsible authorities today - **only applicable if submitting a paper form**
- I have completed and enclosed the club declaration and enclose a copy of the club rules
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

**It is an offence under section 158 of the Licensing Act 2003 to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.**

### Part 3 - signatures (see note 11)

I (insert full name) .....

**make this application on behalf of the club and have authority to bind the club**

Signature		If unable to provide a digital signature please type name to the right:	
Date			
Capacity			

Contact name and address for <b>correspondence</b> associated with this application (see note 12)			
Post town		Postcode	
Phone number:			
Mobile number:			
Email address:			

Information on the Licensing Act 2003 is available on [www.legislation.gov.uk](http://www.legislation.gov.uk) or from West Lindsey District Council via [licensing@west-lindsey.gov.uk](mailto:licensing@west-lindsey.gov.uk) or 01427 676676

**Please return this form with the appropriate fee\* (see table) to:**

**[licensing@west-lindsey.gov.uk](mailto:licensing@west-lindsey.gov.uk)**

\*Payment can be made by credit/debit card over the phone with customer services (01427 676676, option 6) or in person at our Gainsborough office. If paying by cheque please make it payable to 'WLDC'. To pay by bank transfer please use the below details:

**Account name:** West Lindsey District Council

**Sort code:** 30-00-02

**Account number:** 04066818

**Ref:** LIC + name of club

**Amount:** see table

*For office use: payment code 6007-40101-41162*

<b>Band</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Non-domestic rateable value</b>	£0 - £4,300	£4,301 - £33,000	£33,001 - £87,000	£87,001 – £125,000	£125,001 and over
<b>Fee due with application</b>	£100	£190	£315	£450	£635

---

**If submitting your application by post, copies of this form and accompanying plan must be sent to all Responsible Authorities listed in section 8 of our guidance document - see <https://www.west-lindsey.gov.uk/my-business/licensing/business-licences/premises-licence/>**

---

**Privacy Notice:** We will use the information you give us to (a) do the tasks we need to do for the job shown in the title of this form (b) carry out any of our official business (c) stop fraud or crime. To find out more about why we need your information, what we do with it and how to contact us if you have any concerns or questions please read our privacy notice. This can be viewed using the following link: [www.west-lindsey.gov.uk/licensing-privacy/](http://www.west-lindsey.gov.uk/licensing-privacy/)

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.west-lindsey.gov.uk/fairprocessingnotice](http://www.west-lindsey.gov.uk/fairprocessingnotice) or contact the finance department on, 01427 676560 or email [FinanceTeam@west-lindsey.gov.uk](mailto:FinanceTeam@west-lindsey.gov.uk)

## **Notes**

***We advise all applicants speak to the licensing team at Lincolnshire Police before submitting their application – to ensure that they are satisfied with the steps you are proposing to take in order to promote the licensing objectives on pages 18 and 19. Contact [countylicensing@lincs.police.uk](mailto:countylicensing@lincs.police.uk) or ring 101.***

***If you wish to submit a draft application to us, once you have spoken to the police, please mark it as 'draft' on the front or in the email. Once it has been checked you will be contacted to advise if anything is missing and prompted to make payment (if this has not already been done) before the 28 day consultation period starts.***

1. Describe the premises, for example the type of premises, 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 consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
  - **Plays**: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
  - **Films**: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - **Indoor sporting events**: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - **Boxing or Wrestling Entertainment**: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - **Live music**: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises

licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.

- a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

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 occur on additional days during the 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) and only give details for the days of the week when you intend the premises to be used for the activity.
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 intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
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.