

Club Premises Certificates

Applying to vary a certificate (*full variation*)

General Information

A club holding a Club Premises Certificate may apply to vary some aspects of that certificate. Typically, variation applications are made for one or more of the following reasons:

- ❖ Adding additional qualifying club activities to the scope of the certificate;
- ❖ Amending the permitted times for existing activities or opening hours;
- ❖ Adding new conditions, or amending or removing conditions from the current certificate;
- ❖ Amending the authorised layout of the premises, prior to structural alterations.

Variations may not be used to extend a time-limited certificate, nor to substantially change the nature of the club premises. In these situations, a new grant application would be expected.

Certain smaller changes which will not impact upon the promotion of the licensing objectives may be made using a minor variation application, which can be faster, simpler and more economical. Please see the separate application form for details and restrictions of this process.

Making an application to vary a certificate

Firstly, read the attached guidance notes, which give information on how to fill out the application form. Once you have completed the form, your application should be sent to the Licensing Section, at the address given below. Your application should be accompanied by:

- ❖ A scale plan of the premises (if the variation includes changes to the layout of the premises);
- ❖ Payment of the application fee (see guidance notes for amount);
- ❖ The original Club Premises Certificate (please keep a photocopy of the certificate).

Copies of the application must also be sent to each of the Responsible Authorities (whose addresses are given on the next page of this pack).

What happens next?

Once your application has been received, representations may be made in the next 28 days, either supporting or opposing your application, by the Responsible Authorities and local residents and businesses. You will have to advertise your application, by displaying a notice at your premises, and by placing a public notice in a local newspaper.

If any representations are received during the 28-day period, then the application will be referred to a hearing of the Licensing Sub-Committee to be determined. The applicant and any person or body who has made representation will be invited to the hearing to make their case. If no representations are received, the application will usually be determined by a Licensing Officer, shortly after the end of the 28-day period.

Applying online

You can apply to vary a Club Premises Certificate online. Visit our website, www.lambeth.gov.uk/licensing/ and follow the 'Apply online' links.

In partnership with



Contacts

For further information or assistance in making your application, please contact us:

By Post	Licensing, 5 th Floor, Blue Star House, 234-244 Stockwell Road, London, SW9 9SP
By Person	At our reception on the 3 rd floor of Blue Star House - open 9:00am - 5:00pm Mon - Fri
By Phone	020 7926 6108
By Fax	020 7926 6150
Website	www.lambeth.gov.uk/licensing/
Email	licensing@lambeth.gov.uk



Contact details for Responsible Authorities (from April 2012)

Licensing Act 2003

1.	Metropolitan Police (Lambeth Licensing Unit) Frank O'Neill House, 43-59 Clapham Road, London, SW9 0JD Tel: 020 8721 3545 Email: Licensing-LX@met.police.uk
2.	London Fire Brigade (Fire Safety Regulation: South East Area 3) 169 Union Street, London, SE1 0LL Tel: 020 8555 1200 ext 37630 Email: FSRSE@london-fire.gov.uk
3.	NHS Lambeth (Primary Care Trust) 1 Lower Marsh, London, SE1 7NT Tel: 020 3049 4444 Email: enquiries@lambethpct.nhs.uk
4.	Environmental Services & Highways (Noise & Pollution Enforcement) London Borough of Lambeth, 185-205 Shakespeare Road, London, SE24 0PZ Tel: 020 7926 6111 Email: noise@lambeth.gov.uk
5.	Food, Health and Safety London Borough of Lambeth, Blue Star House, 234-244 Stockwell Road, London, SW9 9SP Tel: 020 7926 6109 Email: healthandsafety@lambeth.gov.uk Tel: 020 7926 6110 Email: foodsafety@lambeth.gov.uk
6.	Town Planning (Enforcement) London Borough of Lambeth, Phoenix House, 10 Wandsworth Road, London, SW8 2LL Tel: 020 7926 1185 Email: planningenforcement@lambeth.gov.uk
7.	Trading Standards London Borough of Lambeth, Blue Star House, 234-244 Stockwell Road, London, SW9 9SP Tel: 020 7926 6102 Email: tradingstandards@lambeth.gov.uk
8.	Children & Young People's Service London Borough of Lambeth, International House, Canterbury Crescent, London, SW9 7QE Tel: 020 7926 5555 Email: cypsdirectory@lambeth.gov.uk
Additional authority for Council-operated premises only	Health & Safety Executive Rose Court, 2 Southwark Bridge, London, SE1 9HS Tel: 020 7717 6000
Additional authority for vessels only	Port of London Authority London River House, Royal Pier Road, Gravesend, Kent, DA12 2BG Tel: 01474 562200
Licensing authority details	Licensing Section, London Borough of Lambeth, Blue Star House, 234-244 Stockwell Road, London, SW9 9SP Tel: 020 7926 6108 Email: licensing@lambeth.gov.uk Fax: 020 7926 6150 Web: www.lambeth.gov.uk/licensing/



**Application to vary a club premises certificate to be granted
under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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)

club applies for a club premises certificate under section 84 of the Licensing Act 2003 for the premises named in Part 1 below.

Club premises certificate number	
-----------------------------------------	--

Part 1 – Club Premises Details

Name of club			
Postal address of premises or, if none, ordnance survey map reference or description			
Post Town		Postcode	
Telephone number (if any)			
E-mail address (optional)			

Name of person performing duties of a secretary to the club			
Address of person performing duties of a secretary to the club			
Post Town		Postcode	
Daytime contact telephone number (if any)			
E-mail address (optional)			

Part 2 – Applicant details

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

Part 3 – Variation

Please tick 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
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

Part 4 – Club Operating Schedule

Please complete those parts of the Club Operating Schedule which would be subject to change if this application to vary is successful.

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

Provision of regulated entertainment

Please tick yes

- 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) 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:

- 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 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, O and P

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where the club intends to use the premises for the performance of a play at different times from those listed in the column on the left, please list</u> (please read guidance note 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 (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	Please give further details here (please read guidance note 3)					
Mon								
Tue								
Wed						State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur								
Fri						Non standard timings. Where the club intends to use the premises for the exhibition of film at different times from those listed in the column on the left, please list (please read guidance note 5)		
Sat								
Sun								

C

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

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)		
Thur					
Fri			<u>Non-standard timings. Where the club intends to use the premises for the boxing or wrestling entertainment at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 3)		
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 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> (please read guidance note 5)		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Wed					
Thur			<u>Non-standard timings. Where the club intends to use the premises for the playing of recorded music at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 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 the club intends to use the premises for the performance of dance at different times from those listed in the column on the left, please list</u> (please read guidance note 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 that the club will be providing</u>		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed			<u>State any seasonal variations for this entertainment</u> (please read guidance note 4)		
Thur					
Fri					
Sat			<u>Non-standard timings. Where the club intends to use the premises for this entertainment at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun					

I

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

L

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			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 (please read guidance note 5)		

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	Start	Finish			
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			Non standard timings. Where you intend the premises to be open to the members and guests at different times from those listed in the column on the left, please list (please read guidance note 5)		

N

Please highlight any adult entertainment or services, activities, or 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

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 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 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
(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 e-mail your e-mail address (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 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.
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 day e.g. Christmas Eve.
6. Please give timings in 24 hour clock. (eg 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.

Guidance for Applicants: Varying a Club Premises Certificate

These guidance notes are based upon those published by the Department for Culture, Media and Sport in August 2005. The original document, together with a number of FAQs and further information on the provisions of the Licensing Act 2003, is available from their website, http://www.culture.gov.uk/what_we_do/alcohol_and_entertainment/

This guidance relates to the application for a club premises certificate to authorise the sale and supply of alcohol and the provision of regulated entertainment. The Licensing Act 2003 ("the Act") recognises that volunteer and social clubs give rise to different issues for licensing law than commercially run premises selling direct to the public. These clubs (such as the Royal British Legion, working men's or cricket or rugby clubs) are generally organisations where members join together for a particular social, sporting or political purpose and then combine to purchase alcohol in bulk for its members. The clubs carry on activities from premises to which public access is restricted and alcohol is supplied other than for profit. For these reasons the Act preserves aspects of earlier alcohol licensing law which applied to 'registered members clubs' and affords clubs special treatment outside the normal premises licence arrangements. Please note that other types of club which are proprietary clubs (e.g. members clubs run for private profit such as some nightclubs) should obtain a premises licence. A similar form and Guidance is available for those applying for a premises licence.

Applications for club premises certificates must be made to the licensing authority within whose area the club is situated. Application forms can be obtained from the DCMS website, or on request from your licensing authority, and may also be available on your local authority's website.

Will the licensing authority check that a club's rules meet the criteria for being a qualifying club?

Generally, the licensing authority will only check that a club's rule meet the criteria when applications are made for new certificates. However, if there is reason to believe that the circumstances of a club have changed, the authority reserves the right to request an updated declaration at any time while a club premises certificate has effect.

Can I give TENs for a club premises, without it affecting its qualifying club status?

It is DCMS's view that, the maximum of 12 temporary event notices per year could be given for a club premises without affecting its qualifying club status. A temporary event notice must be given by an individual, rather than the club itself.

NEED MORE HELP?

This Guidance is intended to help clubs complete the application form. Further information about the Licensing Act 2003 and other sources of help can be found on the DCMS website www.culture.gov.uk. Your local licensing authority (in most cases your local authority) should be able to help you with any queries or give advice on how to complete the application. You may also wish to consider other sources of advice such as the relevant club association or by engaging professional assistance, such as legal advice.

COMPLETING THE FORM

In the opening statement, you should insert the name of the club that is applying for the variation of the Club Premises Certificate - e.g. 'Smith Social Club'. You should also give the number of the existing certificate, which is given on the front page of the licence document.

PART 1: Club Premises Details

This section asks for the address and some other details of the club premises. If the club premises has no postal address, you should describe the location of the premises or give the Ordnance Survey map reference.

This section also asks for the name, address and some other details of the person performing duties of a secretary to the club.

PART 2 – Applicant Details

This section asks you to provide the contact details of the club. If the club has more than one address, then the head office address (or registered address in the case of registered societies) should be entered in this space.

PART 3 – Variation

You should state the date you would like the variation to take effect. You should bear in mind that your application will take at least 28 days to process, and this should be reflected in the date you enter. Alternatively, if you wish the variation to take effect as soon as the application has been determined, you should tick the appropriate box.

Brief description of the proposed variation

You are also asked to provide a brief summary of the variation application. You should outline the matters that you are seeking to change, for instance listing any extra activities you are applying for, identifying any conditions you are applying to amend, or describing any structural alterations that have been made to the club premises.

5,000 or more people attending (leave this box blank if less than 5,000 people are expected to attend)

It is not necessary to complete this box if you think that less than 5,000 people will attend the club premises at any one time. The figure relates to the maximum number of people on the club premises, including employees, at any one time – not the total number over a period of time. It is important to note that the attendance figure relates to the 'licensed club premises' (i.e. the licensed area of the club identified in the plan) and not areas that are outside the 'licensed club premises'. If you decide that the number will not exceed 5,000, you will be responsible for ensuring that the numbers at any one time do not exceed this figure.

PART 4 – Club Operating Schedule

Qualifying club activities

You should indicate which qualifying activities would be subject to change if your application is successful – i.e. those that you are applying to add for the first time, or those that you are applying to extend the permitted hours for. There is no requirement to list the activities which will not change as a result of your application – however, if you wish to include these for the sake of completeness, there is nothing to prevent you from doing so.

In considering what to put in this section, you should think about all the activities you may want to conduct at the premises in the future and consider whether any are licensable activities under the Act. After this, you should complete the corresponding boxes from A to L that relate to those activities.

You should give timings using the 24-hour clock and only give details for days of the week when you intend the club premises to be used for the licensable activities in question. The space marked 'state any seasonal variations', gives you the opportunity to include any, for example, longer hours or additional days during the summer. The space marked 'non standard timings', gives you the opportunity to request specific days when the timings will change –for example, you may wish to be licensed for an extra hour on Christmas Eve.

Except in box C (indoor sport) you are asked to indicate whether the activity is taking place indoors, outdoors or both. Indoors may include a tent.

In the space marked 'Please give further details here', 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.

Do clubs have to be licensed to supply hot food and drink after 11pm?
No. The supply of hot food and drink to members of recognised clubs and their guests is exempt from the licensing requirements.

Under 'non standard timings' can I say that I will open late to cover Rugby World Cups, Australian Rules Football, or sporting events overseas that are broadcast late at night in the UK?

You can include whatever licensable activities you like, but should think about how these might be viewed by responsible authorities or interested parties. It might be worth talking to your licensing authority and the relevant responsible authorities first to see what conditions, if any, you might offer to reassure any concerns.

If a club puts on entertainment exclusively for its guests, and does not charge, would this be classified as a private event that does not need licensing?

No, this would require a licence. The definition of regulated entertainment in the Act includes entertainment that is provided for members of a club that is a qualifying club in relation to the provision of regulated entertainment.

BOXES A – K (Provision of regulated entertainment)

BOX A: Plays

A performance of any dramatic piece, (including rehearsal), whether involving improvisation or not, which is given wholly or in part by one or more persons present and performing in which the whole or a major proportion of what is done by the person(s) performing, whether by way of speech, singing or action, involves the playing of a role.

BOX B: Films

Any exhibition of moving pictures except where its sole or main purpose is to demonstrate a product, advertise goods or services or provide information, education or instruction, or if it consists or forms part of an exhibit put on show for any purposes of a museum or art gallery. The use of television or radio receivers is not licensable, except for the showing of pre-recorded programmes.

BOX C: Indoor sporting event

A sporting event is defined in the Act as any contest, exhibition or display of any sport in which physical skill is the predominant factor, and any form of physical recreation which is also engaged in for purposes of competition or display which takes place wholly inside a building, and at which the spectators are accommodated inside that building. This includes any roofed structure and could be a vehicle, vessel or moveable structure.

BOX D: Boxing or wrestling entertainment

Unlike other sports, boxing and wrestling is licensable whether held indoors or outdoors.

BOX E: Live music

Music includes vocal or instrumental music or any combination of the two. The performance of live music, if it is incidental to some other activity, which is not in itself regulated entertainment, is not licensable.

BOX F: Recorded music

Your certificate does not have to cover the playing of recorded music if it is incidental to some other activity which is not itself regulated entertainment, as this would be exempt. If you have a jukebox or a disc jockey at your club premises you need to consider whether, in your particular case, this is incidental music or whether it is a licensable activity. If in doubt, discuss this with your licensing authority.

BOX G: Performances of dance

Morris dancing or any dancing of a similar nature is not licensable, nor is the performance of unamplified live music as an integral part of such dancing

BOX H: Entertainment of a similar description to that falling within (e) live music, (f) recorded music or (g) performance of dance

BOXES I – K (the provision of entertainment facilities)

This refers to facilities provided for enabling people to take part in making music, in dancing and in similar activities.

BOX I: Provisions of facilities for making music

BOX J: Provision of facilities for dancing

BOX K: Provision of facilities for entertainment of a similar description to that falling within (i) provision of facilities for dancing or (j) performance of dance

BOX L: (supply of alcohol)

If you wish people to be able to consume alcohol on the premises, please tick 'on'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off'. If you wish people to be able to do both, please tick 'both'.

BOX M: (Hours club premises are open to member and guests)

While this may include times where no licensable activities take place, it is important for responsible authorities, interested parties and the licensing authority to know how long your premises is open in addition to the times where licensable activities will take place. For example, it might be necessary and proportionate to ensure that licensable activities finish in good time before the club premises closes to allow orderly departure.

BOX N

This asks you to give information about anything to occur at the club premises or ancillary to the use of the club 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. You do not need to give details here of AWP machines. You do not complete this section if it does not apply to your premises, but rather than leave blank, it would be better to write 'none' or 'N/A' to be clear that you have considered this, rather than simply forgotten to complete the box.

BOX O: Removal of Conditions

If you are proposing the amendment or removal of any conditions from your existing certificate, you should list these conditions here. You can request the removal of any existing conditions (except Mandatory Conditions from Annex 1 of your certificate), but should think about how the removal of these might be viewed by responsible authorities or interested parties. It might be worth talking to your licensing authority and the relevant responsible authorities first to see what amendments to the conditions, if any, you might offer to reassure any concerns.

Enclosure of existing certificate

It is a requirement that you return the original certificate with your application. Please ensure that you retain a photocopy of the certificate for your records. If for any reason you are unable to return the certificate, you should state the reasons for this in the appropriate box. The licensing authority will consider any reasonable explanation for the failure to supply the existing certificate.

BOX P – Steps to promote the licensing objectives

You are asked to describe the steps you intend to take to promote the four licensing objectives:

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

Don't forget that you should already be abiding by relevant legislation in other areas. Your starting point should be compliance with these requirements. If you feel there is nothing more you need to do, then you might wish to write 'N/A' or something like 'nothing beyond existing Health and Safety/Fire Safety etc requirements'. This shows you have considered the objectives and come to a decision that you have nothing additional to do and not that you have forgotten to write anything in this section. Of course, if a responsible authority for one of the licensing objectives considers that you need to do more, they will be able to make representations. If you have concerns, you may find it useful to talk to the relevant responsible authority before completing the form.

If you do intend to take additional measures, you should consider carefully what to include. Anything you put down here is likely to become a condition of your certificate. Failure to meet those conditions would constitute an offence under the Act. You should therefore think carefully about adding conditions to ensure that they are achievable, realistic, necessary, appropriate, proportionate and within your control. Base your response on a proper, common sense consideration of the risks and what you can realistically do to mitigate them.

In the 'General Box', list the steps you will take to promote all four licensing objectives together, for example, employing additional staff.

Checklist and declaration

By ticking this list, you are making a declaration that you have carried out the listed actions. If you tick the boxes and do not carry out these actions, you may be making a false statement in relation to the application, which is an offence, which, on conviction, may make you liable to a fine of up to £5,000.

You should check that you have included all the required documentation. This includes the existing certificate, and a plan of the club premises (if any alterations are being proposed – see below).

PART 5 – Signatures

The application form must be signed on behalf of the club. A club's agent (for example a solicitor) may sign the form on their behalf provided that they have actual authority to do so.

Plans

You will only need to submit a new plan of the club premises if you have made any alterations that mean the existing plan held by the licensing authority is now incorrect. Any plan of the premises needs to meet the requirements set out in the Act and associated Regulations and, in particular, show the following matters:

- (a) the extent of the boundary of the building or perimeter of the licensed premises, and any external and internal walls of the building;
- (b) the location of points of access to and egress from the premises;
- (c) if different from paragraph (b), the location of escape routes from the premises;
- (d) the area within the premises which is to be used for each licensable activity applied for;
- (e) 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 exit routes without impediment;
- (f) the location and height of any stage or raised area relative to the floor;
- (g) the location of any steps, stairs, elevators or lifts;
- (h) the location of any room or rooms containing public conveniences;
- (i) the location and type of any fire safety and any other safety equipment, and
- (j) the location of a kitchen, if any, on the premises.

Unless you have previously agreed with the relevant licensing authority in writing that an alternative scale plan is acceptable to it, the plan should be drawn in standard scale, where 1 millimetre represents 100 millimetres. You may wish to include a key of symbols to illustrate the above items on the plan.

Do I have to have plans professionally drawn?
There is no requirement to have plans professionally drawn. What is important is that they are accurate and meet the requirements referred to above.
Do I need to show a consumption area, such as a beer garden, on the plan?
There is no requirement to show on the plan any areas that are not part of the premises you are licensing. You should, however, describe any areas that you intend to provide for people to consume alcohol that you sell or supply under the general description of the premises that you are required to give at the beginning of Part 2 of the application form.

Responsible authorities

You are required to give a copy of the application, including the accompanying documentation, to the “responsible authorities” on the same day as the application is given to the licensing authority. Responsible authorities are the public bodies that are entitled to make representations to the licensing authority in relation to an application. Any representations must be about the likely effect of granting the application on the promotion of the licensing objectives. The responsible authorities include the following:

- ❖ The Metropolitan Police
- ❖ Lambeth Environmental Health
- ❖ Lambeth Trading Standards
- ❖ Lambeth Children & Young Persons Service
- ❖ London Fire Brigade
- ❖ Lambeth Health & Safety
- ❖ Lambeth Planning

With regard to a vessel, this list also includes the Port of London Authority, the Environment Agency, British Waterways Board or the Secretary of State.

Contact details for the Responsible Authorities in the London Borough of Lambeth are enclosed at the front of this application pack.

Advertising your application

All applications must be advertised, in order to allow local residents and businesses to review your proposals and make representation if necessary. There are two ways in which you must advertise:

- You must display a statutory notice at the club premises for 28 consecutive days starting on the day after you submitted your application. This notice must be printed on blue paper, and be displayed so as to be easily readable from outside the premises.
- You must also publish a public notice in a locally available newspaper, on one occasion, within 10 working days of submitting your application.

Regulations made under the Act prescribe certain things that must appear in each of these notices. Templates for both of the advertisements are included at the rear of this application pack.

Failure to correctly advertise could lead to your application being invalidated, and result in you having to go through the entire application process again.

Fees

All fees for Club Premises Certificates are linked to the Non-Domestic Rateable Value of the club premises. This value is assessed by the Valuation Office Agency, and is also used in the calculation of business rates. The value for your premises will be shown on your most recent business rates invoice, or alternatively can be found through the search engine on the VOA website, www.voa.gov.uk.

The fee that should accompany your application is shown in the third column of the table below. Cheques should be made payable to 'London Borough of Lambeth'.

Fee Band	Rateable Value	Application Fee	Annual Fee
A	No rateable value, up to £4,300	£100.00	£70.00
B	Between £4,301 and £33,000	£190.00	£180.00
C	Between £33,001 and £87,000	£315.00	£295.00
D	Between £87,001 and £125,000	£450.00	£320.00
E	£125,001 or more	£635.00	£350.00

Club Premises Certificates are also subject to an annual fee of the amount shown in the right-hand column above. This fee is payable on the anniversary of the original grant of the certificate every year – a variation application will not affect the due date of this payment.



Advertising your application for the variation of a club premises certificate

As part of the application process, you are required to publicise your application in the vicinity of your premises, in two different ways:

- by publishing a public notice in a local newspaper, on one occasion within 10 working days of making your application to the licensing authority, and
- by displaying a statutory notice (on blue paper, A4 or larger) at or near the premises, for 28 days.

Templates for both of these advertisements are included below, which include the necessary formatting and wording to satisfy the requirements set out in the Regulations. Text in square brackets may be omitted.

Please note that classified advertising publications are not suitable for this purpose – your notice must appear in a publication with news content, available in the area in which your premises are situated. If there is no local newspaper published in that area, a local newsletter or circular publication may be used instead – please consult with Licensing Officers for guidance prior to making use of these types of publication.

Newspaper notice template

LICENSING ACT 2003 APPLICATION FOR VARIATION OF CLUB PREMISES CERTIFICATE

.....

[Name of club]

has applied to the London Borough of Lambeth to vary a Club Premises Certificate, in respect of the following club premises:

.....

.....

.....

[Trading name and address of the club premises]

The nature of the variation is as follows:

.....

.....

.....

.....

[Give a brief description of the variation application – for example, list any extra qualifying activities applied for, or if you are applying to extend hours give the proposed times you wish your certificate to authorise.]

The record of this application may be inspected during normal office hours at the Licensing Section, London Borough of Lambeth, 5th Floor, Blue Star House, 234-244 Stockwell Road, London, SW9 9SP, or via the licensing authority’s website, at www.lambeth.gov.uk/licensing

A responsible authority or any other person may make representation to the licensing authority in respect of this application. Representations must be made in writing, either by post to the above address, or by email to licensing@lambeth.gov.uk and must be received no later than *[28 days after the date on which your application was made]*

It is an offence to knowingly or recklessly make a false statement in connection with a licensing application, and the maximum fine for which a person is liable on summary conviction for that offence shall not exceed level 5 on the standard scale (£5,000).

LICENSING ACT 2003

APPLICATION FOR VARIATION OF

CLUB PREMISES CERTIFICATE

.....
[Name of club]

has applied to the London Borough of Lambeth to vary a Club Premises Certificate, in respect of the following club premises:

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[Trading name and address of the club premises]

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.....
[28 days after the date on which your application was made]

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