



Licensing Team, Lodge Road, Daventry, NN11 4FP  
 Tel: 01327 871100  
 Email: [licensing@daventry.gov.uk](mailto:licensing@daventry.gov.uk)  
 Website: [www.daventrydc.gov.uk](http://www.daventrydc.gov.uk)

Date: XX/XX/XXX

Dear Applicant

### Licensing Act 2003 – Application for Club Premises Certificate

Please find enclosed all of the information you need to apply for your Club Premises Certificate under the Licensing Act 2003. Within this letter you will find:-

- |   |  |
|---|--|
| Application for a Club Premises Certificate | Sample wording for Newspaper Advertisement |
| Declaration for a Club Premises Certificate | Checklist for plan of premises             |
| Checklist                                   | List of responsible authorities            |
| Guidance Notes                              |  |

Below is a step by step guide to help you through this process. All of the relevant information including fees is contained within the enclosed checklists

#### Step One

Read the guidance notes enclosed as these will assist you in completing the application form. Ensure you have completed all of the correct boxes within the application form. If you need any assistance with this process please contact the Licensing Unit.

#### Step Two

Please use the enclosed checklist to ensure your application is complete and have considered all of the relevant information as contained in the guidance notes and the application form. As a new application you must issue copies of your application as follows: (all addresses are enclosed on a sheet within this pack)

<b>Daventry District Council – Licensing Team</b>	<ul style="list-style-type: none"> <li>▪ Original Application plus fee. Cheques should be made payable to Daventry District Council.</li> </ul>
<b>Local Authority in whose area the premises is situated.</b>	<ul style="list-style-type: none"> <li>▪ One copy to Environmental Health Officer</li> <li>▪ One copy to Planning Officer.</li> </ul>
<b>Police</b>  <b>Fire and Rescue</b>	<ul style="list-style-type: none"> <li>▪ One copy to appropriate Police Area Commander</li> <li>▪ One copy, including a copy of plan.</li> <li>▪ One copy each to Child Protection, Trading Standards and Local Health Authority</li> </ul>

<b>Newspaper Advertisement</b>	<ul style="list-style-type: none"> <li>Using enclosed wording, to be displayed in an appropriate local newspaper, within 10 working days of the serving of the application.</li> </ul>
<b>Blue Notice</b>	<ul style="list-style-type: none"> <li>To be displayed in clear public view, visible to passers by, from the day <u>after</u> the application is served, for a period of 28 days. (Notices can be found on our website).</li> </ul>

#### Step Four

Please return your completed:

- application forms,
- declaration for club premises application
- plan of the premises
- copy of club rules
- your completed checklists and associated information including fee

Club application and annual fees – premises that are licensable will be allocated to a fee band according to rateable value.

<b>Rateable Value</b>	<b>Band</b>	<b>Application Fee</b>	<b>Renewal Fee</b>
No rateable value to £4,300	A	£100	£70
£4,301 to £33,000	B	£190	£180
£33,001 to £87,000	C	£315	£295
£87,001 to £125,000	D	£450	£320
£125,001 and above	E	£635	£350

If you require any further information or assistance please do not hesitate to contact Licensing team at the address above or by email:

[licensing@daventrydc.gov.uk](mailto:licensing@daventrydc.gov.uk)

Yours sincerely

Licensing Team

Enc.



Licensing Team, Lodge Road, Daventry, NN11 4FP  
 Tel: 01327 871100  
 Email: [licensing@daventry.gov.uk](mailto:licensing@daventry.gov.uk)  
 Website: [www.daventrydc.gov.uk](http://www.daventrydc.gov.uk)

### Checklist to Accompany Club Premises Application Forms

Information Required	Detail
Club Certificate Fee	Rateable Value of Property  _____  Fee enclosed  _____
Club Rules	Enclosed <input type="checkbox"/> Not Enclosed <input type="checkbox"/>
Club Declaration	Enclosed <input type="checkbox"/> Not Enclosed <input type="checkbox"/> Failure to do so will result in the halting of your application until the correct submissions are made
Plan of the Premises  (2 copies required)	Enclosed <input type="checkbox"/> Not Enclosed <input type="checkbox"/>  Plan complies with enclosed specification. <input type="checkbox"/>  If plan is not enclosed, or does not meet the necessary specification, the application will be returned
Copy of letter confirming Business rates	Enclosed <input type="checkbox"/> Not Enclosed <input type="checkbox"/>
Copy of Application Sent to Police Authority	Yes <input type="checkbox"/> No <input type="checkbox"/>  Failure to do so will result in the halting of your application until the correct submissions are made.
Copy Sent to Consultees	Yes <input type="checkbox"/> No <input type="checkbox"/>  Failure to do so will result in the halting of your application until the correct submissions are made
Blue Notice Displayed	Yes <input type="checkbox"/> No <input type="checkbox"/>  Failure to do so will result in the halting of your application until the notice is displayed
Newspaper Advertisement Placed	Yes <input type="checkbox"/> No <input type="checkbox"/>  Failure to do so will result in the halting of your application until the advert is placed

**THIS CHECKLIST MUST ACCOMPANY YOUR APPLICATION FORM AND YOU MUST ENSURE YOU HAVE INCLUDED ALL OF THE RELEVANT INFORMATION AS LISTED ABOVE – AS THIS MAY DELAY THE PROCESSING OF YOUR APPLICATION**

## **Local Authority – Environmental Health and Planning**

### **Daventry District Council Offices**

Lodge Road  
DAVENTRY  
NN11 4FP

TEL: 01327 871100

[www.daventrydc.gov.uk](http://www.daventrydc.gov.uk)

### **Police**

#### **Daventry**

Police Licensing  
The Guildhall  
St Giles Square  
Northampton  
NN1 1DE

TEL: 03000 111222 Ext 8634

EMAIL

[liquorlicensing@northants.pnn.police.uk](mailto:liquorlicensing@northants.pnn.police.uk)

### **Fire & Rescue Services**

Service Information Team  
Northamptonshire Fire & Rescue  
Service  
Fire Service Headquarters  
Moulton Way  
Northampton  
NN3 6XJ  
TEL: 01604 797000

### **Child Protection**

Head of Services  
Safeguarding Children & Family  
Service  
Northamptonshire County Council  
County Hall  
Guildhall Road  
Northampton NN1 1AN  
TEL: 0300 126 1000

### **Trading Standards**

Wootton Hall Park  
Northampton  
NN4 0GB

TEL: 01604 368100

[licensing@northamptonshire.gov.uk](mailto:licensing@northamptonshire.gov.uk)

### **Local Health Authority**

Public Health Licensing/Carla Mulchrone  
Business Intelligence and Performance  
Improvement  
Room 221  
Northamptonshire County Council  
Guildhall Road  
Northampton  
NN1 1AN  
[phlicensing@northamptonshire.gov.uk](mailto:phlicensing@northamptonshire.gov.uk)

### **Parish/Town Councils**

Please contact Local Authorities for details



Licensing Team, Lodge Road, Daventry, NN11 4FP  
Tel: 01327 871100  
Email: [licensing@daventry.gov.uk](mailto:licensing@daventry.gov.uk)  
Website: [www.daventrydc.gov.uk](http://www.daventrydc.gov.uk)

Application for 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.

-----  
*(Insert name of club)*

**club applies 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**

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)			

Non-domestic rateable value of 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?

DD	MM	YYYY
J_	J_	J_ J_ J_ J_ J_ J_ J_ J_

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

DD	MM	YYYY
J_	J_	J_ J_ J_ J_ J_ J_ J_ J_

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

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

**Please tick all that apply**

- 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)

**The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club** (if ticking yes, fill in box I)

**The sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place** (if ticking yes, fill in box J)

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

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 4)		
Wed					
Thur			<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> (please read guidance note 5)		
Fri					
Sat					
Sun					

# B

<b>Films</b> Standard days and timings (please read guidance note 6)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Both	<input type="checkbox"/>				
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue					
Wed					
			<b><u>State any seasonal variations for the exhibition of film</u></b> (please read guidance note 4)		
Thur					
Fri					
			<b><u>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</u></b> (please read guidance note 5)		
Sat					
Sun					



C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b><u>Please give further details here</u></b> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)
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> (please read guidance note 5)
Sat			
Sun			

# D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)		
Thur					
Fri			<b><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></b> (please read guidance note 5)		
Sat					
Sun					

# E

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue					
Wed					
			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 4)		
Thur					
Fri					
Sat			<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> (please read guidance note 5)		
Sun					

# F

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 4)		
Thur								
Fri								
Sat						<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> (please read guidance note 5)		
Sun								

# G

Performances of dance Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue					
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)		
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> (please read guidance note 5)		
Sat					
Sun					

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			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> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed					
Thur			<b><u>State any seasonal variations for this entertainment</u></b> (please read guidance note 4)		
Fri					
Sat			<b><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></b> (please read guidance note 5)		
Sun					

# I

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

**J**

<b>Hours club premises are open to the members and guests</b> Standard days and timings (please read guidance note 6)			<b><u>State any seasonal variations</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			
			<b><u>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</u></b> (please read guidance note 5)

**K**

<p><b>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</b> (please read guidance note 8).</p>
---



**L 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 to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and plan to the responsible authorities.
- 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.

## Fees

If you have made a payment by phone / card, please complete the boxes below:

Authorisation code:	Reference number:	Amount (£):

If you have enclosed a cheque please complete this box:

Amount (£):

## Fees

These may be paid by card or cheque as follows:

### To make a card payment:

To make a payment and to obtain the payment authorisation code and reference number for your licence, please call our Customer Services on 01327 871100.

When making the call do not press any number for any services, listen to the options and wait on the line for a Customer Service Advisor. The Customer Service Advisor will need to know:

- your name;
- your address;
- the type of licence / permit you wish to renew; and,
- your debit or credit card details.

You will receive a payment authorisation code and reference number over the phone on completion, which will be confirmed by email or letter. You need to record the authorisation code and reference number on your application form.

Your licence / permit / certificate application will not be deemed complete without the authorisation code and reference number being recorded in the boxes provided for on the application / renewal form.

### To make a cheque payment:

If paying by cheque please enclose your cheque with your application, made payable to: Daventry District Council, crossed a/c payee.

We **do not** accept cash payments by post or at our offices.

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.**

Part 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 ( <b>please read guidance note 11</b> )			
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, 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) 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 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 (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.
- 7). 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'.
- 8) 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, 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.
- 11) This is the address which we will use to correspond with the club about this application.

## A GUIDE TO COMPLETING THE FORM

1. Non – Domestic Rateable Value. If you are unsure of this figure, contact your local authority, who should be able to help you. It is the actual value which is required, not the value of your payments..
2. Part B2 - Operating Schedule
  - **Start Date.** The club certificate will be dated from the end of the 28 day consultation period. If you do not wish the club certificate to commence on this date, you must give a **later** start date.
  - **Describe the club.** 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 its consumption, you must include a description of where the place is, and its proximity to the premises.
3. Provision of regulated entertainment. Please tick all categories you wish to apply for, and proceed to the appropriate tables listed in the subsequent pages. Please use 24 hour clock, and only give details for days of the week you intend the premises to be used for the activity Please note the following:
  - **Boxing or wrestling** is licensable whether indoors or outdoors.
  - **Performance of dance** refers to a demonstration, or performance.
  - **Supply of alcohol for members and guests.** 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 off the premises please tick **OFF**. If you wish people to be able to do both, please tick the **both** box.
4. Adult Entertainment or Services. Please include anything which may give rise to concern regarding children, e.g. nudity or semi-nudity, films for restricted age groups, the presence of gambling machines.
5. Licensing Objectives – General. Please list here any steps you may be taking to promote all four objectives together. It is imperative that boxes a – e are completed, failure to do so will result in your application being delayed.
7. Notes for Checklist.
  - **Plan of the Premises.** Please see separate guidance sheet.
  - **Copies to Responsible Authorities.** The law requires that you copy your application to the responsible authorities for your area as follows:

- |  |   |
|--|---|
| <p>Daventry District Council –<br/>Licensing Team</p>          | <ul style="list-style-type: none"> <li>▪ Original Application plus fee. Cheques should be made payable to Daventry District Council.</li> </ul> |
| <p>Local Authority in whose area the premises is situated.</p> | <ul style="list-style-type: none"> <li>▪ One copy to Environmental Health Officer</li> <li>▪ One copy to Planning Officer.</li> </ul>           |
| <p>Police</p>  | <ul style="list-style-type: none"> <li>▪ One copy to appropriate Police Area Commander</li> </ul>   |
| <p>Fire and Rescue</p>   | <ul style="list-style-type: none"> <li>▪ One copy, including a copy of plan.</li> </ul>   |
- One copy each to Child Protection, Trading Standards and Local Health Authority

**Club Declaration** This must be enclosed with all applications, see our separate leaflet.

- **“Advertise my application for a Club Certificate”**. The person making the application must advertise the application as follows:
  - a) For a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the relevant licensing authority, by displaying a notice,
    - (i) Which is –
      - (a) of a size equal to, or larger than A4
      - (b) of a pale blue colour
      - (c) printed legibly, in black ink or typed in black in a font of a size equal to or larger than 16:
    - (ii) in all cases, prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises and in the case of a premises covering an area of more than fifty metres square, a further notice in the same form and subject to the same requirements every fifty metres along the external perimeter of the premises abutting any highway; and
  - b) by publishing a notice –
    - (i) in a local newspaper or, if there is none, in a local newsletter, circular or similar document, circulating in the vicinity of the premises;
    - (ii) on at least one occasion during the period of ten working days starting on the day after the day on which the application was given to the relevant licensing authority.
  - c) The notice referred to should contain a statement of the relevant licensable activities which it is proposed will be carried on, on or from the premises, and must include the following details –
    - (i) the name of the applicant
    - (ii) the postal address of the premises, if any, or if there is no postal address for the premises a description of those premises sufficient to enable the location and extent of the premises to be identified;
    - (iii) the postal address and, where applicable, the website address of the relevant licensing authority, and when and where details of the application are available for inspection by the public.
    - (iv) the date by which an interested party or responsible authority may make representations to the relevant licensing authority
    - (v) that representations must be made in writing

- (vi) that it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence.

Signatures. This part must be signed as failure to do so could delay your application. An applicant's agent (e.g. solicitor) may sign on their behalf if they are authorised to do so. All correspondence will be sent to the premises address unless the "**Address for correspondence associated with this application**" box is completed.

**DON'T FORGET TO COPY YOUR APPLICATION TO ALL RELEVANT RESPONSIBLE AUTHORITIES. FAILURE TO DO SO WILL DELAY YOUR APPLICATION UNTIL THE RELEVANT REPRESENTATIONS HAVE BEEN MADE.**

## Plan of the Premises

The plan of the premises which accompanies the application should be drawn to standard scale (1mm:100mm) unless the relevant licensing authority has already agreed to an alternative scale **in writing**; and should include the following:

1. 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.
2. The location of points of access to and exit from the premises.
3. If different from (ii) the location of emergency exits from the building
4. In a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity.
5. 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.
6. 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.
7. 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.
8. The location of any steps, stairs, escalators or lifts, which may be on the premises.
9. The location of any public conveniences which may be on the premises.
10. The location and type of any fire safety, or other safety equipment.
11. The location of a kitchen, if any, on the premises.

The plan may include a key, through which any of the above may be illustrated symbolically.



# Suggested Wording for Newspaper Advertisement

## Licensing Act 2003 Application for a Club Premises Certificate (Section 71)

Notice is hereby given that SPECIFY NAME / COMPANY has applied to NAME OF COUNCIL / LOCAL AUTHORITY for the grant of a Club Premises Certificate in respect of NAME OF PREMISES, ADDRESS OF PREMISES, and intends to carry on the following licensable activities; **(examples)** supply of alcohol, provision of late night refreshment and provision of regulated entertainment.

The Licensing register may be inspected at the Licensing Authority, NAME OF COUNCIL / LOCAL AUTHORITY, ADDRESS OF COUNCIL / LOCAL AUTHORITY, between SPECIFY HOURS. Any representation by a Responsible Authority or Interested Party must be made in writing to the above address by SPECIFY DATE.

It is an offence knowingly to make a false statement in connection with an application punishable on summary conviction by a maximum fine of £5,000.

NAME OF INDIVIDUAL / SOLICITOR OR AGENT



Licensing Team, Lodge Road, Daventry, NN11 4FP  
Tel: 01327 871100  
Email: [licensing@daventry.gov.uk](mailto:licensing@daventry.gov.uk)  
Website: [www.daventrydc.gov.uk](http://www.daventrydc.gov.uk)

**Declaration for a club premises certificate to be granted  
under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING DECLARATION**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure 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**

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

**CLUB DECLARATION AS TO QUALIFYING CLUB STATUS**

-----  
*(Insert name of club)*

**club makes the following declarations**

- 1) Where the club to which this application relates is:  
a registered society within the meaning of the Industrial and Provident Societies Act 1965, a registered society within the meaning of the Friendly Societies Act 1974 or a registered friendly society within the meaning of the Friendly Societies Act,

the club declares that the club satisfies:

**Please tick Yes**

Condition 1 in section 62(2) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 2 in section 62(3) of the Licensing Act 2003

Please give relevant club rule number(s)

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

Does the club wish to supply alcohol to members and guests?

If yes the club declares that -

The purchase of alcohol for the club and the supply of alcohol by the club is under the control of the members or of a committee appointed by the members

Please give relevant club rule number(s), if any

2) Where the club to which this application relates is:  
an association organised for the social well-being and recreation of persons employed in or about coal  
mines, the club declares that the club satisfies:

**Please tick Yes**

Condition 1 in section 62(2) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 2 in section 62(3) of the Licensing Act 2003

Please give relevant club rule number(s)

Does the club wish to supply alcohol to members and guests?

If yes the club declares that it satisfies -

First condition in section 66(4) of the Licensing Act 2003

Please give relevant club rule number(s), if any

Second condition in section 66(5) of the Licensing Act 2003

Please give relevant club rule number(s), if any

3) Where the club to which this application relates does not fall into the categories in 1 or 2 above, the club declares that the club satisfies:

**Please tick Yes**

Condition 1 in section 62(2) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 2 in section 62(3) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 3 in section 62(4) of the Licensing Act 2003

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

(a) contained in club rule number(s),

(b) or, as follows

(please provide a short description)

The club's provisions by which money or property of the club or any gain arising from the carrying on of the club is or may be applied for charitable benevolent or political purposes are:

(a) contained in club rule number(s),

(b) or, as follows

(please provide a short description)

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

(a) contained in club rule number(s),

or, as follows

(please provide a short description)

Please describe 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 or give the relevant rule number(s)

**Please tick Yes**

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

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

The club proposes to supply alcohol to members and guests

and declares that the club satisfies:

additional condition 1 in section 64(2) of the Licensing Act 2003

Please give relevant club rule number(s), if any

additional condition 2 in section 64(3) of the Licensing Act 2003

Please give relevant rule number(s), if any

additional condition 3 in section 64(4) of the Licensing Act 2003

Please give relevant club rule number(s), if any

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

I \_\_\_\_\_,

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

Signature .....

Date .....

Capacity .....