



Licensing Team, Lodge Road, Daventry, NN11 4FP
Tel: 01327 871100
Email: licensing@daventry.gov.uk
Website: www.daventrydc.gov.uk

Date: XX/XX/XXX

Dear Applicant

Licensing Act 2003 – Application to Vary Club Premises Certificate

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

- Application to Vary a Club Premises Certificate
- Sample wording for Newspaper Advertisement
- List of responsible authorities
- Checklist for plan of premises
- Checklist
- 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 you have considered all of the relevant information as contained in the guidance notes and the application form. As with a new application you must issue copies of your application as follows: (All addresses are enclosed on a sheet within this pack).

Club Premises Licence	
Licensing Team	<input type="checkbox"/> Original Application, with plan, and fee.
Local Authority in whose area the premises is situated	<ul style="list-style-type: none">▪ 2 copies - 1 for Environmental Health and 1 for Planning.
Police	<ul style="list-style-type: none">▪ One copy to appropriate Police Area Commander

Fire and Rescue	<ul style="list-style-type: none"> ▪ One copy, including a copy of plan. ▪ One copy each to Child Protection, Trading Standard and Local Health Authority.
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Newspaper Advertisement	<ul style="list-style-type: none"> ▪ Using enclosed wording, to be displayed in an appropriate local newspaper, within 10 working days of the serving of the application.
Blue Notice	<ul style="list-style-type: none"> ▪ To be displayed in clear public view, visible to passers by, from the day <u>after</u> the application is served, for a period on 28 days.

Step Three

Please return your completed:

- application forms,
- existing Club Certificate
- plan of the premises (if changed by the application)
- copy of club rules (if changed by the application)
- 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.

Rateable Value	Band	Application Fee	Renewal Fee
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 the Central Administration Unit on 01832 742102 or email licensingunit@east-northamptonshire.gov.uk.

Yours sincerely

Licensing team

Enc.



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Checklist to Accompany Club Premises Application Forms

Information Required	Detail			
Club Certificate Fee	Enclosed	<input type="checkbox"/>	Not Enclosed	<input type="checkbox"/>
Club Rules <i>(where relevant)</i>	Enclosed	<input type="checkbox"/>	Not Enclosed	<input type="checkbox"/>
Existing Club Certificate Or Fee of 10.50 for replacement	Enclosed	<input type="checkbox"/>	Not Enclosed	<input type="checkbox"/>
	Enclosed	<input type="checkbox"/>	Not Enclosed	<input type="checkbox"/>
	<i>(if the existing Club Certificate or fee is not enclosed your application will be returned)</i>			
Plan of the Premises <i>(where relevant)</i>	Enclosed	<input type="checkbox"/>	Not Enclosed	<input type="checkbox"/>
(2 copies required)	Plan complies with enclosed specification.			<input type="checkbox"/>
	<i>(If a plan is required, but not enclosed; or does not meet the necessary specification, the application will be returned)</i>			
Copy of Application Sent to Police Authority	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	<i>(Failure to do so will result in the halting of your application until the correct submissions are made.)</i>			
Copy Sent to Consultees	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	<i>(Failure to do so will result in the halting of your application until the correct submissions are made)</i>			
Blue Notice Displayed	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	<i>(Failure to do so will result in the halting of your application until the notice is displayed)</i>			
Newspaper Advertisement Placed	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	<i>(Failure to do so will result in the halting of your application until the advert is placed)</i>			

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

Police

Police Licensing
The Guildhall
St Giles Square
Northampton
NN1 1DE

TEL: 03000 111222 Ext 8634

EMAIL

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

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

Parish/Town Councils

Please contact Local Authority for
details.



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**Application to vary a club 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 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, if any, 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

Do you want the proposed variation to have effect as soon as possible? Yes No

If not, from what date do you want the variation to take effect?

DD	MM	YYYY
J_	J_	J_ J_ J_ J_

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?
(Please see guidance note 1) Yes No

Please describe briefly the nature of the proposed variation (Please see guidance note 2)

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 as appropriate

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

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, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	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 4)					
Mon								
Tue								
Wed						<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
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 6)		
Sat								
Sun								

B

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

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details here</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

State any seasonal variations for indoor sporting events (please read guidance note 5)

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 6)

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	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 4)					
Mon								
Tue								
Wed						<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
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 6)		
Sat								
Sun								

E

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

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	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 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
			<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 6)		

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	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 4)					
Mon								
Tue								
Wed						<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur								
Fri						<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 6)		
Sat								
Sun								

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment that the club will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	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 4)		
Wed					
Thur			<u>State any seasonal variations for this entertainment</u> (please read guidance note 5)		
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 6)		
Sun					

I

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations</u> (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					

J

<p>Hours club premises are open to the members and guests Standard days and timings (please read guidance note 7)</p>			<p><u>State any seasonal variations</u> (please read guidance note 5)</p>
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			<p><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> (please read guidance note 6)</p>

K

<p>Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).</p>

L

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 as appropriate

- 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 not enclosed the club premises certificate or relevant part of it:

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance 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 indicate agreement

- I have made or enclosed payment of the fee; or I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy.
- 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.

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 5 – Signatures (please read guidance note 11)

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 12)			
Post town		Postcode	
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. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.
2. 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.
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 go on for an extra hour during 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).
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 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 or gambling machines etc.
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.

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 to vary a Club Premises Certificate (Section 84)

Notice is hereby given that SPECIFY NAME / COMPANY has applied to NAME OF COUNCIL / LOCAL AUTHORITY for the variation of a Club Premises Certificate in respect of NAME OF PREMISES, ADDRESS OF PREMISES for the following licensable activities; **(examples)** sale 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