

How to Apply for a Club Premises Certificate – Section 71

An application under Section 71 of the Licensing Act 2003 can be made by a qualifying club. A qualifying club is one that satisfies a number of conditions, namely:

- That under the rules of the club persons may not be admitted to membership, or be admitted, as candidates for membership, to any of the privileges of membership without an interval of at least two days between their nomination or application for membership and their admission.
- That under the rules of the club persons becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between becoming members and their admission.
- That the club is established in good faith, so there must be details about the following issues in the club rule book:
 - *Any arrangements restricting the club's freedom of purchase of alcohol*
 - *Any provision in the rules, or arrangements, under which
 - *Money or property of the club or*
 - *Any gain arising from the carrying on of the club,**is or may be applied other than for the benefit of the club as a whole or for charitable, benevolent or political purposes.**
 - *The arrangements for giving members information about the finances of the of the club;*
 - *The books of account and other records kept to ensure the accuracy of that information*
 - *The nature of the premises occupied by the club*
- That the club has at least 25 members
- That the alcohol is not supplied, or intended to be supplied, to members on the premises otherwise than by or on behalf of the club

Furthermore the following conditions must apply where the supply of alcohol is concerned:

- The purchase of alcohol for the club, and the supply of alcohol by the club, are managed by a committee whose members; are members of the club, are over 18 years of age, and are elected by the members of the club.
- That no arrangements are, or are intended to be, made for any person to receive at the expense of the club any commission, percentage or similar payment on, or with reference to, purchase of alcohol by the club.
- No arrangements are, or are intended to be, made for any person directly or indirectly to derive and pecuniary benefit from the supply of alcohol by or on behalf of the club to members or guests, save any benefit accruing to the club as a whole, or any benefit which a person derives indirectly by reason of the supply giving rise or contribution to a general gain from the carrying on of the club.

This type of application should be used when there is no Club Premises Certificate held at the premises or if an existing Club is changing the premises significantly. Examples of significant changes could include an increase of capacity of more than 10%, or if the changes constitute a change of planning use class.

Planning permission should be approved prior to submitting the Licensing Application.

The application form should be completed fully. It is important to remember that what you write in section O of the application form will become legally binding conditions. The wording is very important. If you need help you can contact the Licensing Officer or the relevant responsible authority for advice.

Plans of the premises must be submitted with the application; these plans must include on a 1:100 scale unless previously agreed with the Licensing Officer:

- The location and extent of the boundary of the building, if relevant, and any external and internal walls which comprise the premises, or in which the premises is comprised
- The location of exits from the premises
- If different from the location of exits, the location of escape routes from the premises
- The locations on or from the premises is to be used for the qualifying club activity and in the case of an application where the premises is to be used for more than one licensable activity the location for each activity
- In a case where the application relates to the supply of alcohol, the location or locations on the premises which is or are to be used for the consumption of alcohol
- 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
- 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
- The location and type of any fire safety and other safety equipment including, if applicable marine safety equipment
- The location of a kitchen, if any on the premises
- A key or legend to any symbols

Fees

Fees are based on the non-domestic rateable value of the premises. Schools, churches and community centres do not have to pay fees unless the supply of alcohol is concerned. For very large premises where more than 4,999 people may attend, additional fees are required - contact the licensing officer for more details.

For premises in band D or E where the premises will be used exclusively or primarily for the supply of alcohol for consumption on the premises then a multiplier applies.

Band	A	B	C	D	E
Non-Domestic rateable value	£0 - £4300	£4,301 - £33,000	£33,001 - £87,000	£87,000 - £125,000	£125,001 and over
The Non-Domestic Rateable Value of a Property can be found on www.voa.gov.uk					

Band	A	B	C	D	E
Licence fee	£100	£190	£315	£450 Multiplier x2	£635 Multiplier x2

Please submit:

- Completed application form to request the grant of a Club Premises Certificate (section 71)
- Completed declaration form of being a Qualifying Club
- Plan of the premises
- Fee (based on non-domestic rateable value) cheques made payable to Arun District Council

- Copies of the application must be submitted to all responsible authorities, addresses are overleaf.

Advertising the Application

The applicant has a duty to advertise their application. A blue notice must be displayed in a prominent position at, or on the outside, in a position where the public may easily see the notice at the premises concerned for not less than 28 days. The notice will detail a summary of the application proposed and most importantly where the full application may be viewed by the public. The application must be advertised in a local newspaper/or news letter circulating in the relevant part of Arun district such as the Littlehampton Gazette, Bognor Regis Observer or the West Sussex Gazette. The newspaper notice must be circulated at least one occasion not more than 10 working days after the giving of the application to the Licensing Team. Both the newspaper notice and the notice on the premises must contain the following information:

- The relevant qualifying club activities proposed to carry on at the premises
- The proposed changes of the application
- The name of the applicant
- The postal address of the premises, or if not applicable a description of the premises concerned

The following matters **MUST** be included word for word:

- **“A public register of all Licensing Act 2003 permissions and applications is held by Arun District Council. The public register is also available on www.arun.gov.uk/licensingact2003”**
- **“The application is open to representation from interested parties and responsible authorities between [*date of application*] and [*date of 28 days later*].”**
- **“All representations should be made in writing and sent to Licensing Team, Environmental Health Service, Arun District Council, Arun Civic Centre, Maltravers Road, Littlehampton, West Sussex BN17 5LF or licensing@arun.gov.uk.”**
- **“It is an offence to knowingly or recklessly to make a false statement in connection with an application and the maximum fine for this offence is £5,000.”**

If there are no representations within the 28 days, a complete application was submitted and appropriate notices placed in the papers and on the premises, the licence will be granted.

If relevant representation from any interested parties or responsible authorities has been received, the licensing team will act as a contact between the parties to try and find a reasonable compromise. If this informal process is unsuccessful, a hearing before the licensing committee will ensue. The informal mediation process may resolve the concerns of the parties making representation. However, this may constitute material changes to the application. It will be an Arun District Council Officer who will make the decision regarding whether the changes require a new application. If resolution cannot be reached then a hearing will be held to determine the application. All relevant parties will be notified of when the hearing is to take place. A decision will be made by the licensing committee or sub-committee and the details of that decision will be circulated to the parties concerned. The applicant has a right to appeal the decision made by the subcommittee.

If the application is incomplete it may be rejected.

The freeholder has a right to register their interest in the property on an annual basis. They will be notified of any reviews or licence applications made on the property.

Responsible Authorities in Arun	
<p>The Licensing Team / Licensing Officer Environmental Health Department Arun District Council Arun Civic Centre Maltravers Road Littlehampton West Sussex BN17 5LF</p> <p>Tel: (01903) 737755 Fax: (01903) 723936</p> <p>Licensing@arun.gov.uk www.arun.gov.uk/licensing</p> <p>Arun's public register is available on-line at www.arun.gov.uk/licensing</p>	<p>Police Neighbourhood Licensing Team Centenary House Durrington Lane Worthing West Sussex BN13 2PQ</p> <p>0845 60 70 999 or 101 and ask for Neighbourhood Licensing Team.</p> <p>ws_licensing_wor@sussex.pnn.police.uk</p> <p>Copies destined for the Safer Arun Partnership will be dealt with by the police.</p>
<p>Pollution Team Arun District Council Arun Civic Centre Maltravers Road Littlehampton West Sussex BN17 5LF</p> <p>(01903) 737755 pollution@arun.gov.uk</p>	<p>Fire Safety Officer – Licence Applications West Sussex Fire & Rescue Service Centenary House 1st Floor, West Wing, Rm 236 & 245 Durrington Lane Worthing West Sussex BN13 2QB</p> <p>E-mail: businessfiresafety@westsussex.gov.uk</p>
<p>Planning and Building Control Department Arun District Council Arun Civic Centre Maltravers Road Littlehampton West Sussex BN17 5LF</p> <p>(01903) 737756 planning@arun.gov.uk</p>	<p>Health and Safety Team Arun District Council Arun Civic Centre Maltravers Road Littlehampton West Sussex BN17 5LF</p> <p>(01903) 737755 Health.safety@arun.gov.uk</p> <p>Where the HSE is the enforcing body for Health and Safety - applications should be sent to the East Grinstead office</p>
<p>West Sussex Safeguarding Children Board Room 12, County Hall West Street Chichester West Sussex, PO21 1RQ</p> <p>iscb@westsussex.gov.uk (01243) 642965</p>	

<p>Trading Standards West Sussex County Council Trading Standards Service County Hall North Chart Way Horsham West Sussex RH12 1XH</p> <p>Consumer Advice: (01903) 839749 Business Enquiries: (01903) 839700 Email: trading.standards@westsussex.gov.uk Ethnic Minority Helpline: (08457) 581649</p>	<p>Director of Public Health c/o Public Health Licensing West Sussex County Council 1st Floor, The Grange County Hall Campus Chichester West Sussex PO19 1QT</p> <p>(0330) 2228683 publichealth.licensing@westsussex.gov.uk</p>
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LICENSING ACT 2003
SECTION 71

Application for a Club Premises Certificate to be
Granted under the Licensing Act 2003

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF

Reference number: []

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.

We, [Name of club]

hereby apply for a Club Premises Certificate under Section 71 of the Licensing Act 2003 for the premises named 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 No. (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 No. (if any)
E-mail address (optional)

Non-domestic Rateable Value of club premises [Not how much you pay] £ []

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

Part 2 - Club Operating Schedule

Do you wish for the certificate to have immediate effect? Please tick

When do you want the Club Premises Certificate to start?

Day		Month		Year			

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

Day		Month		Year			

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 ✓ box Yes

- | | |
|--|--------------------------|
| (a) Plays (if ticking yes, fill in Box A) | <input type="checkbox"/> |
| (b) Films (if ticking yes, fill in Box B) | <input type="checkbox"/> |
| (c) Indoor sporting events (if ticking yes, fill in Box C) | <input type="checkbox"/> |
| (d) Boxing or wrestling entertainments (if ticking yes, fill in Box D) | <input type="checkbox"/> |
| (e) Live music (if ticking yes, fill in Box E) | <input type="checkbox"/> |
| (f) Recorded music (if ticking yes, fill in Box F) | <input type="checkbox"/> |
| (g) Performances of dance (if ticking yes, fill in Box G) | <input type="checkbox"/> |
| (h) Anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in Box H) | <input type="checkbox"/> |

Provision of entertainment facilities for:

- | | |
|--|--------------------------|
| (i) Making music (if ticking yes, fill in Box I) | <input type="checkbox"/> |
| (j) Dancing (if ticking yes, fill in Box J) | <input type="checkbox"/> |
| (k) Entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in Box K) | <input type="checkbox"/> |

The supply of alcohol by or on behalf of a club to, or to the order of 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.

A

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

D

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

E

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

F

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

G

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

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment that the club will be providing
Day	Start	Finish	Will the entertainment take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
Mon			Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Tue			Please give further details here (please read guidance note 3)
Wed			
Thur			State any seasonal variations for this entertainment (please read guidance note 4)
Fri			
Sat			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 (please read guidance note 5)
Sun			

I

Provision of facilities for making music Standard days and timings (please read guidance note 6)			Please give a description of the type of facilities for making music that the club will be providing	
			Will the entertainment take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (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				
Tues				
Wed				State any seasonal variations for the provision of facilities for making music (please read guidance note 4)
Thur				
Fri				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 (please read guidance note 5)
Sat				
Sun				

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Please give a description of the facilities for dancing that the club will be providing	
			Will the entertainment take place indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (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				
Tues				
Wed				State any seasonal variations for provision of dancing facilities (please read guidance note 4)
Thur				
Fri				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 (please read guidance note 5)
Sat				
Sun				

K

Provision of facilities for entertainment of a similar description to that falling within I or J			Please give a description of the type of entertainment facility the club will be providing
Standard days and timings (please read guidance note 6)			
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both - please tick <input checked="" type="checkbox"/> (please read guidance note 2)
			Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/> Both <input type="checkbox"/>
Mon			Please give further details here (please read guidance note 3)
Tues			State any seasonal variations for the provision of this entertainment facility (please read guidance note 4)
Wed			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 (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			

L

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

M

Hours club premises are open to the members and guests			State any seasonal variations (please read guidance note 4)
Standard days and timings (please read guidance note 6)			
Day	Start	Finish	
Mon			
Tues			
Wed			
Thur			
Fri			
Sat			
Sun			
Non-standard timings. Where you intend to use 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, other entertainment or matters ancillary to the use of the club premises that may give rise to concern in respect of children (please read guidance note 8)

O

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

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

(b) The prevention of crime and disorder

(c) Public safety

(d) The prevention of public nuisance

(e) The protection of children from harm

Please tick ✓ yes

- ❖ 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 the plan to the responsible authorities
- ❖ I have completed and enclosed the club declaration and have enclosed a copy of the club rules
- ❖ I understand that I must now advertise my application
- ❖ I understand that if I do not comply with the above requirements my application will be rejected

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

Part 3 - Signatures (please read guidance note 10)

I, ----- make this application on behalf of the club and
Insert name
have authority to bind the club

Signature: -----

Date: -----

Capacity: -----

Address for correspondence associated with this application (please read guidance note 11)	
Post town	Postcode
Telephone No. (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, the 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 the 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 non-amplified.
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, i.e. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 1600) 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 etc., the presence of gaming 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 shall use to correspond with you about this application.

Please address any communications to:

The Licensing Officer
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

DATA PROTECTION

The information contained in this form will be used by Arun District Council for the purposes as indicated and will be further used or transferred to other organisations or individuals only as the law permits

