

## **GRANT OF A CLUB PREMISES CERTIFICATE APPLICATION PACK**

The application pack consists of the following forms:

- (i) Application form for the type of licence needed
- (ii) Blue Notice of Display
- (iii) Advertisement format

***Please contact the Licensing office to discuss if you qualify for a Club Premises Certificate before submitting an application.***

### **General Procedure where appropriate for both types of Application**

- The form must be completed in black, otherwise it will be rejected.
- Complete all parts of the form that are relevant to the licensable activities required.
- Make sure you insert the non-domestic rateable value so that you may calculate your application fee
- Ensure you complete Part 2 of the Operating Schedule to show when you want the licence to commence, give a general description of the premises and make certain you tick every box necessary to give you the type of regulated entertainment sought. You will see from the form that you must complete Boxes M, N and O.
- If you are in any doubt as to what to put in Box O, please contact the Licensing Section who will be pleased to help you.
- The Blue Notice of Display should be completed and you must ensure that the date at the foot of the form is a full 28 days from the date that the Notice is displayed on the premises in such a position that anyone may see it without the need to enter the premises.
- The advertisement should be submitted for publication in the Public Notices Section of a locally available newspaper and this should be published as soon as possible after the day you display your Blue Notice or, in any case, no later than ten days from serving the application on the Licensing Authority. The expiry date for both the Blue Notice and the public advertisement should be the same. When the advertisement is published, you should forward a copy of it to the Licensing Section.
- The original copy of the application and supporting documents together with the fee should be sent to the Licensing Section and copies of all documents sent to the Responsible Authorities as per the list enclosed with the application pack.

### **Finalisation of the application process**

Responsible Authorities and the public have 28 days in which to lodge a representation against the application. If none are received, then the application process will be completed and the licence will be granted on the terms and conditions sought. If a representation is received it will be necessary for the application to be determined by one of the Licensing Authority's Premises/Personal Licences Sub-Committees and you will be invited to attend a Hearing so that all points of view can be taken into account prior to a decision being made. You will be given proper Notice of the date of the Hearing and sent copies of any representation received. In order to avoid the necessity for the Hearing to take place, it is open to you to contact anyone objecting to your application to see if agreement can be reached so that the representation can be withdrawn. If this happens you should notify the Licensing Section, who will expect written confirmation of withdrawal from both parties and any conditions that have been agreed as these eventually will be attached to the Licence.

### **Licensing Office**

Licensing Authority, Tendring District Council, Town Hall, Station Road,  
Clacton on Sea, Essex CO15 1SE

Email: [licensingsection@tendringdc.gov.uk](mailto:licensingsection@tendringdc.gov.uk)    General Licensing Telephone: 01255 686565

**Please be aware that the Licensing Office is only open for personal callers by prior appointment only**

## **Plans Guidance**

All plans shall be to the scale of 1:100 unless otherwise agreed by all parties.

(1) The plan of the premises which, in accordance with paragraphs 2(5)(a) and (6)(b) of Schedule 8, must accompany the application shall comply with the remaining paragraphs of this article.

(2) Unless the relevant licensing authority has previously agreed in writing with the applicant following request by the applicant that an alternative scale plan is acceptable to it, in which case the plan shall be drawn to that alternative scale, the plan shall be drawn in standard scale.

(3) The plan shall show:

- (a) 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;
- (b) the location of points of access to and egress from the premises;
- (c) if different from paragraph (3)(b), the location of escape routes from the premises;
- (d) in a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity;
- (e) 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;
- (f) 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;
- (g) 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;
- (h) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- (i) in a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- (j) the location and type of any fire safety and any other safety equipment; and
- (k) the location of a kitchen, if any, on the premises.

(4) The plan may include a legend through which the matters mentioned or referred to in paragraph (3) are sufficiently illustrated by the use of symbols on the plan.

## **Responsible Authorities**

Please send any original correspondence concerning the Licensing Act 2003 to:

Licensing Authority, Tendring District Council, Town Hall, Station Road,  
Clacton on Sea, Essex CO15 1SE

You will also be required to send copies of your full application form and plans to each Responsible Authority for consultation. You can find the Responsible Authorities list on the Councils licensing web page - <http://www.tendringdc.gov.uk/business/licensing-legislation/alcohol-entertainment-and-late-night-refreshments>

**TENDRING DISTRICT COUNCIL**

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

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**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.

....., club applies for a club premises  
(Insert name of club)  
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**

<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>Post Code</b>
<b>Telephone number (if any)</b>	
<b>Email address (optional)</b>	

<b>Name of person performing duties of a secretary to the club</b>	
<b>Address of person performing duties of a secretary to the club</b>	
<b>Post Town</b>	<b>Post Code</b>
<b>Daytime contact telephone number (if any)</b>	
<b>Email address (optional)</b>	

Non-domestic rateable value of club premises.

£
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Are the club premises occupied and habitually used by the club

Yes  No

**Part 2 – Club Operating Schedule**

Day            Month        Year

When do you want the premises licence 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?

--	--	--	--	--	--	--	--

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

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General description of club (please read guidance note 1)

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What qualifying club activities do you intend to conduct on the club premises Please tick ✓ Yes

**Provision of regulated entertainment:**

- 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)

**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 and O**

**A**

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

**B**

<b>Films</b> 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				
				Outdoors				
				Both				
<b>Day</b>	<b>Start</b>	<b>Finish</b>						
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 exhibition of films</u></b> (please read guidance note 4)		
Thur								
Fri			<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to 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)  <b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)  <b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			Will boxing or wrestling entertainment 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"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>		
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)  <b><u>State any seasonal variations for the boxing or wrestling entertainment</u></b> (please read guidance note 4)  <b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)	
Tue				
Wed				
Thur				
Fri				
Sat				
Sun				

## E

<b>Live music</b> Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick [✓] (please read guidance note 2).	Indoors	
				Outdoors	
				Both	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue					
			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 4)		
Wed					
Thur					
			<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					

## F

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



## G

<b>Performance of dance</b> Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick [✓] (please read guidance note 2).	Indoors	
				Outdoors	
				Both	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue					
			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)		
Wed					
Thur					
			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
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)			<b><u>Please give a description of the type of entertainment you will be providing</u></b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	Will the entertainment take place indoors or outdoors or both – please tick [✓] (please read guidance note 2).	Indoor	
				Outdoor	
Mon				Both	
			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue					
Wed			<b><u>State any seasonal variations for 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 entertainment at different times from those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					

**I**

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

**J**

<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick [✓] (please read guidance note 2).	Indoors	
				Outdoors	
			Both		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give a description of the facilities for dancing you will be providing</u></b>		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for provision of dancing facilities</u></b> (please read guidance note 4)		
Thur					
Fri					
			<b><u>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					

## K

<b>Provision of facilities for entertainment of a similar description to that falling within I or J</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the type of entertainment facility you will be providing facilities</u></b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	Will the entertainment facility be indoors or outdoors or both – please tick [✓] (please read guidance note 2).	Indoor	
				Outdoor	
Mon				Both	
			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue					
Wed					
			<b><u>State any seasonal variations for the provision of this entertainment facility</u></b> (please read guidance note 4)		
Thur					
Fri					
			<b><u>Non standard timings. Where the club intends to use the premises for provision of facilities for entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					

## L

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the sale of alcohol be for consumption (please tick box ✓)</b> (please read guidance note 7)		On the premises		
					Off the premises		
					Both		
					<b>Day</b>	<b>Start</b>	<b>Finish</b>
Mon							
Tue							
Wed			<b><u>Non standard timings. Where the club intends to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)				
Thur							
Fri							
Sat							
Sun							

## M

<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)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
Mon			
Tue			
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 to 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

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

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

**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**  
*(insert full name)* **of the club and have authority to bind the club.**

Signature: .....

Date: .....

Capacity: .....

<b>Address for correspondence associated with this application</b> (please read guidance note 11)	
<b>Post town</b>	<b>Post code</b>
<b>Telephone number (if any)</b>	
<b>Email address – If you would prefer us to correspond with you by email (optional)</b>	

## 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 i.e. 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, if the club wishes 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 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 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.

LICENSING ACT 2003

An application has been submitted to TENDRING DISTRICT COUNCIL as the LICENSING AUTHORITY for the TENDRING DISTRICT as follows:-

Type of Application:	
Name of Applicant:	
Premises:	
Address of Premises:	
Type of Activity to be licensed	

Any person wishing to lodge a representation concerning this application may send this, in writing, to Tendring District Council, Licensing Section, Town Hall, Station Road, Clacton on Sea, Essex CO15 1SE or deliver this personally to the Council Offices at Town Hall, Station Road, Clacton on Sea where the Public Register is available and may be viewed during normal office hours.

Any such representation must be received by the Licensing Authority by the following date: .....

Please note that it is an offence knowingly or recklessly to make a false statement in connection with an application and there is a maximum fine of £5,000 for which a person is liable on summary conviction for the offence



**NEWSPAPER ADVERT TEMPLATE**

LICENSING ACT 2003

TAKE NOTICE that .....<sup>1</sup> has applied to Tendring District Council as the Licensing Authority for the Tendring District for the grant of a Club Premises Certificate in respect of <sup>2</sup>.....  
situate at <sup>3</sup> .....  
to permit the licensable activities to take place on the occasions and times as set out below:<sup>4</sup>-

Any person wishing to lodge a representation concerning this application may send this, in writing, to Tendring District Council, Licensing Section, Town Hall, Station Road, Clacton on Sea, Essex CO15 1SE or deliver this personally to the Council Offices at Town Hall, Station Road, Clacton on Sea where the Public Register is available and may be viewed during normal office hours.

Any such representation must be received by the Licensing Authority no later than<sup>5</sup> .....

Please note that it is an offence knowingly or recklessly to make a false statement in connection with an application and there is a maximum fine of £5,000 for which a person is liable on summary conviction for the offence

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<sup>1</sup> Applicant(s) full name

<sup>2</sup> Name of Premises

<sup>3</sup> Full postal address of premises

<sup>4</sup> Type of activity plus days and start and finish times

<sup>5</sup> Insert the date which is shown on the blue form displayed on the premises