



London Borough of Hounslow

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)	
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Non-domestic rateable value of premises	£
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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? Day Month Year

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

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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

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What qualifying club activities do you intend to conduct on the club premises?

- | Provision of regulated entertainment | Please tick 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 entertainment (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)
- 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

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

B

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

C

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

D

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

E

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

F

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

G

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

I

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

J

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

K

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

L

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			Non-standard timings. Where the club intends to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list (please read guidance note 5)		

M

Hours club premises are open to the members and guests Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon			Non standard timings. Where you intend the premises to be open to the members and guests at different times from those listed in the column on the left, please list (please read guidance note 5)
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

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) (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 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
(Insert full name)
make this application on behalf of the club and have authority to bind the club

Signature	
Date	
Capacity	

Address for correspondence associated with this application (please read guidance note 11)			
Post town		Post code	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail your e-mail address (optional)			

Notes for Guidance

1. Describe the premises. For example the type of premises, 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, if the club wishes people to be able to purchase alcohol to consume away from the premises please tick off. If the club wishes people to be able to do both please tick both.
8. Please give information about anything 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.



London Borough of Hounslow

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 on page 24. 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

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

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
.....

Notes

Condition 1 in section 62(2) of the Licensing act 2003 reads:

Condition 1 is that under the rules of the club persons may not-
(a) be admitted to membership, or,
(b) 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.

Condition 2 in section 62(3) of the Licensing act 2003 reads:

Condition 2 is 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 their becoming members and their admission.

Condition 3 in section 62(4) of the Licensing act 2003 reads:

Condition 3 is that the club is established and conducted in good faith as a club.

Condition 4 in section 62(5) of the Licensing act 2003 reads:

Condition 4 is that the club has at least 25 members

Condition 5 in section 62(6) of the Licensing act 2003 reads:

Condition 5 is that alcohol is not supplied, or intended to be supplied, to members on the premises otherwise than on by or on behalf of the club.

Responsible Authorities

Licensing Officer

Hounslow Police Station
5 Montague Road
Hounslow
TW3 1LB

hounslow.licensing@met.police.uk

London Fire & Emergency Planning Authority

Fire and Community Safety Directorate
Borough Team
Heston Fire Station
520 London Road
Isleworth
TW7 4HR

hounslowgroup@london-fire.gov.uk

Business Regulation - Health & Safety Team

London Borough of Hounslow
Civic Centre
Lampton Road
Hounslow
TW3 4DN

Pollution

London Borough of Hounslow
Civic Centre
Lampton Road
Hounslow
TW3 4DN

Planning Department

London Borough of Hounslow
Civic Centre
Lampton Road
Hounslow
TW3 4DN

Social Services Department

London Borough of Hounslow
Civic Centre
Lampton Road
Hounslow
TW3 4DN

Completing 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 or typed in black ink. If you use additional sheets please securely attach them to your application form. You should complete all relevant boxes; any missing information will delay your application.

Part 1 – Club premises Details

You should include the full postal address of the premises including postcode. If the premises have a telephone number you should include the area code. Also the full details of the person performing the duties of secretary to the club. The non-domestic rateable value of your premises must be included as the licence fee is calculated from this figure.

Part 2 – Club operating Schedule

The general description of the premises should include the type of premises, its general situation and layout and any other information that would be relevant to the licensing objectives of:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

Part 3 – Signatures

The application form must be signed.

An applicant's agent (for example the solicitor) may sign the form on their behalf provided that they have the actual authority to do so.

Please enter contact details for correspondence if this is different from the applicants and not already stated.

Before submitting your application please ensure that you have:

- Enclosed a cheque or postal order made payable to the London Borough of Hounslow for the full application fee. Details of the fees are given below.
- Enclosed a consent form signed by the proposed premises supervisor if this is not to be yourself, (this only relates to the supply of alcohol)
- You have enclosed a detailed plan of the premises, drawn to the specifications listed in this document.
- You have sent a copy of the complete application to the Police. You must do this within 48 hours of making your application or it will be invalid. This should be sent to:

The Licensing Officer
Hounslow Police Station
5 Montague Road
Hounslow, TW3 1LB

- Copies of the application form must also be sent to the responsible authorities listed in this document

It is an offence, liable on conviction to a fine up to level 5 on the standard scale (£5,000), under section 158 of the Licensing Act 2003 to make a false statement in or in connection with this application.

All applications for club premises certificates must be advertised in a local newspaper. A copy of the advertisement when published must be forwarded to the Council. A copy of the notice is included in this document. An A3 size notice printed on blue paper must be displayed in the window of the premises for 4 weeks from the date of the application and must be visible at all times during the consultation period. The Council provides this notice. The application is also advertised on the council website. www.hounslow.gov.uk

Fees levels		
Based on the Non-domestic rateable value of the premises		
Rateable value	Initial fee	Annual fee
£0 to £4,300	£100	£70
£4,301 to £33,000	£190	£180
£33,001 to £87,000	£315	£295
£87,001 to £125,000	£450	£320
£125,001 upwards	£635	£350

SPECIFICATION OF PLANS

Plans must be drawn to a 1:100 scale

- 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;
- The location of the points of access and to and egress from the premises;
- If different from paragraph (3)(b), the location of escape routes from the premises;
- In a case where the premises is used for more than one existing qualifying club activity, the area within the premises used for each activity;
- In a case where the existing qualifying club activity relates to the supply of alcohol, the location or locations on the premises which is or are 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 exit 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;

- H. In a case where the premises includes any step, 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.



London Borough of Hounslow

LICENCING ACT 2003 APPLICATION FOR CLUB PREMISES CERTIFICATE NEWSPAPER ADVERTISEMENT

NOTICE IS GIVEN THAT

(a) Full name of applicant:

HAS APPLIED TO THE LONDON BOROUGH OF HOUNSLOW FOR

(b) Provide a brief summary of the application setting out the proposed licensable activities:
(supply of alcohol, refreshment, regulated entertainment [specifying the type])

FOR THE PREMISES

(c) Name and address of premises

APPLICATION HAS ALSO BEEN MADE FOR THE FOLLOWING OPENING HOURS

ANYONE WISHING TO MAKE REPRESENTATIONS TO THIS APPLICATION MUST GIVE
NOTICE IN WRITING TO:

Licensing Team
London Borough of Hounslow, Civic Centre
Lampton Road, Hounslow
TW3 4DN

within 4 weeks of the date of this notice specifying the grounds of your representation. Persons
making representations to the grant of a Licence must be prepared to attend in person at a
hearing before a Panel of the Council.