

Club Premises Certificate – Guidance Notes

This guidance relates to applications for club premises certificates under the Licensing Act 2003. A club premises certificate can authorise the following activities:

- The supply of alcohol by or on behalf of a club to, or to the order of, a member of a club
- The provision of regulated entertainment

Eligibility criteria

To qualify as a recognised club, there are various requirements set out in the Licensing Act 2003. There are conditions in which a qualifying club must satisfy, which are:

- A person may not be given memberships or be admitted as a candidate for membership to any of the membership privileges without an interval of at least two days from their membership application or nomination and their membership being granted
- That club rules state that those becoming a member without nomination or application cannot have membership privileges for at least two days between them becoming a member and being admitted to the club
- That the club is established and conducted in good faith
- That the club has at least 25 members
- That alcohol is only supplied to members on the premises on behalf or by the club

There are additional conditions in relation to the supply of alcohol which must be complied with. These are:

- The persons who purchase and supply alcohol for the club are over the age 18 and elected to do so by members of the club
- No person at the expense of the club receives any commission, percentage or similar payment in regards to the purchase of alcohol
- No one should receive a financial benefit from supplying alcohol apart from any benefit to the club, or to any person indirectly from the supply giving a gain from running the club

Application Process

The application should be submitted on the correct form alongside the relevant fee, a plan of the premises and a copy of the club rules.

An operating schedule should form part of your application and must include all information necessary to assess whether the steps to be taken to promote the licensing objectives are satisfactory. This should include:

- the licensable activities
- the times during which the relevant licensable activities are to take place (including any reasonable variations e.g. bank holidays)
- any other times the premises is to be open
- where the certificate is required for a limited period, the period in which the certificate is required for
- whether the alcohol will be supplied for consumption on or off the premises or both
- the steps which the club proposes to take to promote the licensing objectives

Plan Guidelines

An application for a club premises certificate must be accompanied by a plan of the premises. The information contained in the plan must be clear and legible in all material respects.

The plan shall show:

- the extent of the boundary of the building, if relevant, and any external and interior walls of the building and, if different, the perimeter of the premises
- the location of points of access to and egress from the premises
- if different from the above, the location of escape routes from the premises
- in a case where the premises is to be used from more than one licensable activity, the area within the premises used for each activity
- 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
- in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts
- in the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms
- the location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment
- the location of a kitchen, if any, on the premises.

The plan may include a key of symbols to illustrate the above on the plan, but there is no requirement to do so.

Advertising Applications

When submitting a new application for a club premises certificate, the application must be advertised as follows:

On The Premises

- Advertised at the premises for a period of 28 consecutive days starting on the day after the day on which the application was submitted
- The advertisement should be displayed in a prominent position on the premises which can easily be read from the exterior of the premises
- If the premises is larger than 50m², further notices will be required in the same format at 50m intervals around the premises
- The notice should be:
 1. Equal to or larger than A4
 2. Pale blue in colour
 3. Printed legibly in black ink or typed in black in a font of a size equal to or larger than 16

Local Newspaper

- Advertised in a local newspaper within 10 working days starting on the day after the day on which the application was submitted.
- The advertisement should be forwarded to Licensing Authority after publishing (delays in doing so may result in a delay to issuing the licence).

Both the premises and the newspaper advertisement must state:

- The name of the applicant
- The postal address of the premises
- The name and address of the licensing authority
- The closing date in which representations must be made to the licensing authority
- The representations must be made in writing
- That it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence

Responsible Authorities

Should you submit a paper application to the Licensing Authority then you must provide a copies of the application to the *responsible authorities*. If you complete an online application then this step is not necessary as the Licensing Authority will distribute the copies for you. It is important that you provide copies of all documentation (applications, plans etc.) to the responsible authorities. Missed information could result in your application being considered as incomplete and will be rejected.

Please return your completed original application form to:

Licensing Unit
Walsall Council
Civic Centre
Darwall Street
Walsall
WS1 1TP

Tel: 01922 653050