



Part A

Change of club rules for a Club Premises Certificate under the Licensing Act 2003

Once a Club Premises Certificate has been granted, the club committee are under a duty to notify the licensing authority of any change of club rules. The notice given must be accompanied by the appropriate fee (which under regulation 8 and Schedule 6 to the Licensing Act 2003 (Fees) Regulations 2005 is £10.50) and a copy of the new club rules.

Once completed, send to:-

- **The Licensing Team, Environmental Health Department, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX**
- **Norfolk Constabulary Licensing Team, Bethel Street Police Station, Bethel Street, Norwich, Norfolk, NR2 1NN.**

1. Existing Certificate Details

| | |
|--|----|
| <u>Club Premises Certificate Number</u> | WN |
| Club's Full Name | |
| Club's Address | |

2. Change of Name and/or Address – New Details

| | | | |
|---|--|-------------|--|
| <u>Club's Full Name</u> | | | |
| Club's Address | | | |
| Signature | | Date | |
| Insert the date the change is effective from | | | |

3. I confirm the club rules have been changed and I attach a copy with this application.

Checklist
 tick✓

Please

- I have enclosed the fee of £10.50 (Cheques to be made payable to 'BCKLWN')
- I have enclosed my Club Premises Certificate and Summary