



## **Licensing Act 2003**

### **Application for a Club Premises Certificate**

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**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THE 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.

The completed **original** application should be sent to the:

- **The Licensing Team**, Environmental Health & Housing , Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX.

With copies to the following:

- **Norfolk Constabulary Licensing Team**, Bethel Street Police Station, Bethel Street, Norwich, Norfolk, NR2 1NN.
  - **Fire Safety Office**, Norfolk Fire Service Western Area, Kilhams Way, King's Lynn, PE30 2HY
  - **Norfolk Children's Safeguarding Board**, Room 60, Lower Ground, County Hall, Martineau Lane, Norwich, NR1 2DH
  - **Norfolk Trading Standards**, Consumer Operations Manager, Norfolk County Council Trading Standards, County Hall, Martineau Lane, Norwich NR1 2UD;
  - **Development Services**, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
  - **Health & Safety**, Environmental Health & Housing, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
  - **Community Safety & Neighbourhood Nuisance**, Environmental Health & Housing , Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
  - **Public Health Director**, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH.
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..... **Club applies for a club**  
*(insert name of club)*  
**premises certificate under Section 71 of the Licensing Act 2003 for the premises described in Part 1 below (the club premises)**

#### **Part 1 – Club Premises Details**

<b>Name of Club:</b>	
Postal address of premises or, if none, ordnance survey map reference, or description:	
Post town:	Postcode:

Telephone number at premises (if any):

E-mail address (optional):

Name of person performing duties of a secretary to the club:

Address of person performing duties of secretary to the club:

Post town

Postcode

Daytime contact telephone number (if any):

E-mail address (optional):

Non-domestic rateable value of premises:

£

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?

..... / ..... / .....

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.

Please give a general description of the premises (please read guidance note 1)

What qualifying club activities do you intend to conduct on the club premises which will be affected by your application

- | <b>Provision of regulated entertainment</b>  | <b>please tick <math>\surd</math> yes</b> |
|--|---|
| 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) performance 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"/>                  |
| <b>Supply of alcohol by or on behalf of a club to, or to the order of, a member of the club</b> (if ticking yes, fill in box I)  | <input type="checkbox"/>                  |
| <b>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</b> (if ticking yes, fill in box I) | <input type="checkbox"/>                  |

**In all cases complete boxes I, J, K & L**

**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			
<b>Day</b>	<b>Start</b>	<b>Finish</b>		Outdoors			
Mon			Please give further details here (please read guidance note 3)	Both			
Tue							
Wed				State any seasonal variations for performing plays (please read guidance note 4)			
Thur							
Fri					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 (please read guidance note 5)		
Sat							
Sun							

**B**

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

**C**

<b>Indoor sporting events</b> Standard timings (please read guidance note 6)			Please give further details here (please read guidance note 3)
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
Mon			State any seasonal variation (please read guidance note 4)
Tue			
Wed			
Thur			Non standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 5)
Fri			
Sat			
Sun			

**D**

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

## E

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

## F

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

## G

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

## H

<b>Entertainment of a similar description to that falling within (e), (f) or (g)</b> Standard timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	Will the entertainment take place indoors, outdoors or both – please tick ✓ (please read guidance note 2)	
			Indoor	
			Outdoor	
			Both	
Mon			Please give further details here (please read guidance note 3)	
Tue			State any seasonal variation (please read guidance note 4)	
Wed			Non standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 5)	
Thur				
Fri				
Sat				
Sun				

**I**

<b>Supply of alcohol</b> Standard timings (please read guidance note 6)			Will the sale of alcohol be for consumption – please tick ✓ (please read guidance note 7)	On the premises	
				Off the premises	
				Both	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	State any seasonal variation (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun			Non standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 5)		

**J**

<b>Hours club premises are open to the members &amp; guests</b> Standard timings (please read guidance note 6)			State any seasonal variation (please read guidance note 4)		
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
Mon					
Tue					
Wed					
Thur					
Fri					
Sat			Non standard timings. Where you intend to use the premises at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun					



## K

Please highlight any services, activities, entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

## L

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

<u>Checklist</u>	Please tick/ yes
★ I have made or enclosed payment of the fee. Cheques should be made payable to 'BCKLWN':	<input type="checkbox"/>
★ I have enclosed two sets of plans of the premises:	<input type="checkbox"/>
★ I have sent you the original application and copies including the plan to the 'responsible authorities' (details on front page):	<input type="checkbox"/>
★ I have completed the 'Declaration for a Club Premises Certificate'	<input type="checkbox"/>
★ I will send / I enclose my Certificate of Service:	<input type="checkbox"/>
★ I understand that I must now advertise the application both in a newspaper and on the premises:	<input type="checkbox"/>
★ I will send / I enclose the Certificate of Display:	<input type="checkbox"/>
★ I will send a copy of the advert once it has appeared in the newspaper	<input type="checkbox"/>
★ I understand that if I do not comply with the above requirements my application may be rejected:	<input type="checkbox"/>

**It is an offence, liable to 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 action.**

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the licensing services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Licensing Act 2003.

Your data will be used for this specific purpose and may be passed to such third parties, including Council departments and other agencies where there is lawful authority to do so, including for the purposes of preventing or detecting fraud or other crimes.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system.

Your personal information will be kept for as long as you require a licence and for a period after the service is terminated. You can find more information about our retention policy on the [privacy notice](#) page which can be found at the following link <https://www.west-norfolk.gov.uk/privacy>. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our [Data Protection](https://www.west-norfolk.gov.uk/dataprotection) page which can be found at the following link <https://www.west-norfolk.gov.uk/dataprotection>

If you are unhappy with the way your personal information is being handled you can contact the [Independent Information Commissioner, website: https://ico.org.uk/](https://ico.org.uk/).

**Part 5 – Signatures** (please read guidance note 10)

**I (insert full name) ..... make this application on behalf of the club and have authority to bind this 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>	
If you prefer us to correspond with you by e-mail your email address (optional):	

**Notes for Guidance**

If you are completing this form by hand please write legibly in black ink and stay within the boxes.

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence you should make a new club premises certificate application under section 71 of the Licensing Act.

1. Describe the premises. For example the type of premises, its general situation and the layout and other information which could be relevant to the licensing objectives. Where

the 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 tick indoors. 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 the or not music will be amplified or unamplified).
4. For example (but not exclusively), where the activity will go on for an extra hour 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, New Year's Eve etc.
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 you wish members and their guests to be able to consume alcohol on the premises please tick **on**, if you wish people to be able to purchase alcohol to consume away from the premises please tick **off**. If you wish people to be able to do both please tick **both**.
8. Please give information about anything to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gambling machines.
9. Please list here steps you will take to promote all four licensing objectives.
10. The application must be signed by someone with authority to bind the club.
11. This is the address which we will use to correspond with the club about this application.