



RUNNYMEDE BOROUGH COUNCIL

CIVIC OFFICES
STATION ROAD
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SURREY
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Application to vary 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 84 of the Licensing Act 2003 for the premises named in Part 1 below

Club premises certificate number	
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Part 1 – Club premises details

Name of club:-	
Postal address of premises, if any, 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)			

Part 4 – Club Operating Schedule

Please complete those parts of the Club Operating Schedule which would be subject to change if this application to vary is successful.

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

Provision of regulated entertainment:

Please tick Yes

- 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 and 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 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, O and P

A

Plays Standard days and timings (please read guidance not 6)			<u>Will the performance of a play take place</u>		Indoors	<input type="checkbox"/>
			<u>indoors or outdoors or both – please tick</u>		Outdoors	<input type="checkbox"/>
			(please read guidance not 2)		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 performing plays</u> (please read guidance note 4)			
Thurs						
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>			
Sat						
Sun						

B

Films Standard days and timings (please read guidance not 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u>		Indoors	<input type="checkbox"/>
			(please read guidance not 2)		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 exhibition of films</u> (please read guidance note 4)			
Thurs						
Fri			<u>Non Standard timings. Where the club intends to use the premises for the exhibition of a film at different times from those listed in the column on the left, please list</u>			
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			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please guidance note 4)read
Wed			
Thurs			<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>
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling 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"/>
					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 boxing or wrestling</u> (please read guidance note 4)			
Thurs						
Fri			<u>Non Standard timings. Where the club intends to use the premises for boxing and wrestling entertainment at different times from those listed in the column on the left, please list</u>			
Sat						
Sun						

E

Live music Standard days and timings (please read guidance not 6)			<u>Will the performance of live music take place</u> <u>indoors or outdoors or both – please tick</u> (please read guidance not 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						
Thurs						
Fri						
Sat						
Sun						

F

Recorded Music Standard days and timings (please read guidance not 6)			<u>Will the playing of recorded music take place</u> <u>indoors or outdoors or both – please tick</u> (please read guidance not 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						
Thurs						
Fri						
Sat						
Sun						

G

Performance of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place</u>	Indoors	<input type="checkbox"/>
			<u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Outdoors	<input type="checkbox"/>
Day	Start	Finish		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 performance of dance</u> (please read guidance note 4)		
Thurs					
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>		
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					
Thurs			<u>State any seasonal variations for this entertainment</u> (please read guidance note 4)		
Fri					
Sat			<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>		
Sun					

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

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>	Indoors	<input type="checkbox"/>
Mon			(please read guidance note 2)	Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thurs			<u>State any seasonal variations for the provision of dancing facilities</u> (please read guidance note 4)		
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 this entertainment facilities 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					
Thurs			<u>State any seasonal variations for the provision of this entertainment</u> (please read guidance note 4)		
Fri					
Sat			<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>		
Sun					

L

Supply of alcohol Standard days and timings (please read guidance note 6)			<u>Will the supply of alcohol be for consumption (Please tick box)</u> (please read guidance note 7)		Indoors	<input type="checkbox"/>
Day	Start	Finish			Outdoors	<input type="checkbox"/>
Mon					Both	<input type="checkbox"/>
Tue			<u>State any seasonal variations</u> (please read guidance note 4)			
Wed						
Thurs			<u>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</u> (please read guidance note 5)			
Fri						
Sat						
Sun						

O

Please identify those conditions currently imposed on the certificate which you believe could be removed as a consequence of the proposed variation you are seeking

Please tick yes

• I have enclosed the club premises certificate	<input type="checkbox"/>
• I have enclosed the relevant part of the club premises certificate	<input type="checkbox"/>

If you have not ticked one of these boxes please fill in reasons for not including the certificate, or part of it below.

Reasons why the club has failed to enclose the club premises certificate of relevant part of it.

P

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 sent copies of this application and the plan to responsible authorities
- I understand that I must now advertise my application
- I have enclosed the club premises certificate or relevant part of it or explanation
- 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 5 – 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 it is, its general situation and layout and any other information which would be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for people to consume these off-supplies please include a description of where this 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 go on for an extra hour during 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)
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 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 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 by someone with the authority to bind the club.
11. This is the address which we will use to correspond with the club about this application.