



Applying for a Club Premises Certificate Licensing Act 2003

A qualifying members club that wishes to regularly engage in 'qualifying club activities' can apply for a Club Premises Certificate to authorise them to do so. Qualifying club activities include:

- Supplying of alcohol to club members;
- Selling alcohol to a guest of a member (but not the general public); and
- Provision of regulated entertainment (primarily music, dancing, films, plays and sports).

Making an application for a new certificate

Firstly, read the attached guidance notes, which give information on how to fill out the application form.

Send the completed form, with payment for the relevant application fee, to:

Licensing
Dacorum Borough Council
The Forum
Marlowes
Hemel Hempstead
HP1 1DN

Your application must be accompanied by:

- A scale plan of the premises (see guidance notes for further requirements);
- Payment of the application fee (see guidance notes for amount);
- A declaration by the club in respect of its qualifying status;
- A copy of the club rules.

Copies of the application and accompanying documents must also be sent to each of the Responsible Authorities (whose addresses are given on the next page of this pack).

What happens next?

Once your application has been received, representations may be made within the next 28 days, either supporting or opposing your application, by the Responsible Authorities and any local residents and businesses or other people who may be affected by your proposals. You will have to advertise your application, by displaying a notice at your premises, and by placing a public notice in a local newspaper.

If any representations are received during the 28-day period, then the application will be referred to a hearing of the Licensing Sub-Committee to be determined. The applicant and anyone else who has made representation will be invited to the hearing to make their case. If no representations are received, the application will usually be determined by a Licensing Officer, shortly after the end of the 28-day period.

Did you know?

You can make club premises certificate applications **online**, and doing so removes the requirement for you to send extra copies of your form to the responsible authorities (we will forward all online applications to them).

Visit our website, www.dacorum.gov.uk/licensing, and follow the 'Apply online' links.

Contact us

For further information or assistance in making an application, please contact us:

Email: licensing@dacorum.gov.uk

Phone: **01442 228000** (ask for Licensing)

Contact details for Responsible Authorities

Licensing Act 2003



1.	Hertfordshire Constabulary Licensing, Dacorum Division, Combe Street, Hemel Hempstead, Hertfordshire, HP1 1HL Tel: 01442 271601 Email: Dacorumlicensing@herts.pnn.police.uk
2.	Hertfordshire Fire & Rescue Service Fire Protection Manager, MU103, Mundells, Welwyn Garden City, Hertfordshire, AL7 1FT Tel: 01707 292310 Email: administration.cfs@hertfordshire.gov.uk
3.	Home Office Alcohol Licensing Team, Lunar House, 40 Wellesley Road, Croydon, CR9 2BY Email: alcohol@homeoffice.gsi.gov.uk
4.	Public Health Hertfordshire County Council, SFAR232, Farnham House, Six Hills Way, Stevenage, SG1 2ST Email: publichealth@hertfordshire.gov.uk
5.	Environmental & Community Protection Dacorum Borough Council, The Forum, Marlowes, Hemel Hempstead, Hertfordshire, HP1 1DN Tel: 01442 228000 Email: ecp@dacorum.gov.uk
6.	Planning Dacorum Borough Council, The Forum, Marlowes, Hemel Hempstead, Hertfordshire, HP1 1DN Tel: 01442 228000 Email: planning@dacorum.gov.uk
7.	Trading Standards Hertfordshire County Council, Mundells, Welwyn Garden City, Hertfordshire, AL7 1FT Tel: 01707 292429 Email: tradingstandards@hertfordshire.gov.uk
8.	Hertfordshire Safeguarding Children Board Room 127, County Hall, Pegs Lane, Hertford, Hertfordshire, SG13 8DF Tel: 01992 588757 Email: admin.lscb@hertfordshire.gov.uk
Additional authority for Council premises only	Health & Safety Executive Woodlands, Manton Lane, Manton Lane Industrial Estate, Bedford, MK41 7PA Tel: 0151 951 4000 (HSE switchboard)
Additional authorities for vessels only	Canal & River Trust (South East Waterways) 1 st floor North, Station House, 500 Elder Gate, Milton Keynes, MK9 1BB Environment Agency National Customer Contact Centre, PO Box 544, Rotherham, S60 1BY The Home Secretary Home Office, 2 Marsham Street, London, SW1P 4DF
Licensing authority details	Licensing, Dacorum Borough Council, The Forum, Marlowes, Hemel Hempstead, Hertfordshire, HP1 1DN Tel: 01442 228000 Email: licensing@dacorum.gov.uk Web: www.dacorum.gov.uk/licensing



Revised April 2017

Application for a club premises certificate to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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		Post code	
Telephone number (if any)			
Email 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		Post code	
Daytime contact telephone number (if any)			
Email address (optional)			

Non-domestic rateable value of premises	£
--	---

Are the club premises occupied and habitually used by the club?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

Part 2 – Club Operating Schedule

When do you want the club premises certificate to start?

Day	Month	Year

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

Day	Month	Year

General description of club <i>(please read guidance note 1)</i>

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

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

Please tick ✓ all that apply

Provision of regulated entertainment *(please read guidance note 2)*

- 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 or wrestling entertainment (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)

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 I)

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 I)

In all cases complete boxes J, K and L

A

Plays Standard days and timings <i>(please read guidance note 7)</i>			Will the performance of a play take place indoors or outdoors or both – please tick ✓ <i>(please read guidance note 3)</i>	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			Please give further details here <i>(please read guidance note 4)</i>		
Tue					
Wed			State any seasonal variations for performing plays <i>(please read guidance note 5)</i>		
Thur					
Fri			Non standard timings. Where the club intends to use the premises for the performance of plays at different times to those listed in the column on the left, please list <i>(please read guidance note 6)</i>		
Sat					
Sun					

B

Films Standard days and timings <i>(please read guidance note 7)</i>			Will the exhibition of films take place indoors or outdoors or both – please tick ✓ <i>(please read guidance note 3)</i>	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			Please give further details here <i>(please read guidance note 4)</i>		
Tue					
Wed			State any seasonal variations for the exhibition of films <i>(please read guidance note 5)</i>		
Thur					
Fri			Non standard timings. Where the club intends to use the premises for the exhibition of films at different times to those listed in the column on the left, please list <i>(please read guidance note 6)</i>		
Sat					
Sun					

C

Indoor sporting events Standard days and timings <i>(please read guidance note 7)</i>			Please give further details <i>(please read guidance note 4)</i>
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events <i>(please read guidance note 5)</i>
Tue			
Wed			Non standard timings. Where the club intends to use the premises for indoor sporting events at different times to those listed in the column on the left, please list <i>(please read guidance note 6)</i>
Thur			
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (<i>please read guidance note 7</i>)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick ✓ (<i>please read guidance note 3</i>)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			Please give further details here (<i>please read guidance note 4</i>)		
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (<i>please read guidance note 5</i>)		
Thur					
Fri			Non standard timings. Where the club intends to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (<i>please read guidance note 6</i>)		
Sat					
Sun					

E

Live music Standard days and timings (<i>please read guidance note 7</i>)			Will the performance of live music take place indoors or outdoors or both – please tick ✓ <i>(please read guidance note 3)</i>	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			Please give further details here (<i>please read guidance note 4</i>)		
Tue					
Wed			State any seasonal variations for the performance of live music <i>(please read guidance note 5)</i>		
Thur					
Fri			Non standard timings. Where the club intends to use the premises for the performance of live music at different times to those listed in the column on the left, please list (<i>please read guidance note 6</i>)		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick ✓ (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where the club intends to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

G

Performances of dance Standard days and timings <i>(please read guidance note 7)</i>			Will the performance of dance take place indoors or outdoors or both – please tick ✓ <i>(please read guidance note 3)</i>	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			Please give further details here <i>(please read guidance note 4)</i>		
Tue					
Wed			State any seasonal variations for the performance of dance <i>(please read guidance note 5)</i>		
Thur					
Fri			Non standard timings. Where the club intends to use the premises for the performance of dance at different times to those listed in the column on the left, please list <i>(please read guidance note 6)</i>		
Sat					
Sun					

H

Anything of a similar description to that falling within e, f or g Standard days and timings <i>(please read guidance note 7)</i>			Please give a description of the type of entertainment that the club will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick ✓ <i>(please read guidance note 3)</i>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			Please give further details here <i>(please read guidance note 4)</i>		
Wed			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) <i>(please read guidance note 5)</i>		
Thur					
Fri					
Sat			Non standard timings. Where the club intends to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list <i>(please read guidance note 6)</i>		
Sun					

I

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption: (Please tick box ✓) (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Tue					
Wed					
Thur			Non standard timings. Where the club intends to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri					
Sat					
Sun					

J

Hours club premises are open to the members and guests Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

K

Please highlight any adult entertainment or services, activities, 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 9)

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 10)

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

Checklist:

Please tick ✓ to indicate agreement

- 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 the plan to 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, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Part 3 – Signatures *(please read guidance note 11)*

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. <i>(please read guidance note 12)</i>			
Post town		Postcode	
Telephone number <i>(if any)</i>			
If you would prefer us to correspond with you by email your email address <i>(optional)</i>			

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. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. 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.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. 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.
 8. If the club wishes members and their guests to be able to consume alcohol on the premises, please tick 'on the premises'. If the club wishes people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If the club wishes people to be able to do both please tick 'both'.
 9. 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, the presence of gaming machines.
 10. Please list here steps you will take to promote all four licensing objectives together.
 11. The application form must be signed.
 12. This is the address which we will use to correspond with the club about this application.



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. 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 premises or, if none, ordnance survey map reference or description			
Post town		Post code	
Telephone number at premises (if any)			
Email address (optional)			

CLUB DECLARATION AS TO QUALIFYING CLUB STATUS

(insert name of club)

club makes the following declarations.

N.B. Only one of the following sections should be completed.

- Registered societies and registered friendly societies should complete the questions in section 1, on page 2, only.
- Miners welfare institutes should complete the questions in section 2, on page 2, only.
- All other clubs should complete the questions in section 3, on page 3-4, only.

In all cases, the form must be signed, on page 4.

1) Where the club to which this application relates is a:

- **registered society within the meaning of Industrial and Provident Societies Act 1965;**
- **registered society within the meaning of the Friendly Societies Act 1974; or**
- **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 the relevant club rule number(s):

Condition 2 in section 62(3) of the Licensing Act 2003

Please give the relevant club rule number(s):

Condition 4 in section 62(5) of the Licensing Act 2003

Please give the relevant club rule number(s):

Does the club wish to supply alcohol to members and guests?

If yes, the club declares that it satisfies –

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 the 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 the relevant club rule number(s):

Condition 2 in section 62(3) of the Licensing Act 2003

Please give the 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 the relevant club rule number(s), if any:

Second condition in section 66(5) of the Licensing Act 2003

Please give the 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 the relevant club rule number(s):

Condition 2 in section 62(3) of the Licensing Act 2003

Please give the relevant club rule number(s):

Condition 3 in section 62(4) of the Licensing Act 2003

Please give the relevant club rule number(s):

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):

(b) 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 the relevant club rule number(s), if any:

Additional condition 2 in section 64(3) of the Licensing Act 2003

Please give the relevant club rule number(s), if any:

Additional condition 3 in section 64(4) of the Licensing Act 2003

Please give the relevant club rule number(s), if any:

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

I

.....
(insert full name)

make this declaration on behalf of the club and have authority to bind the club.

Signature	
Date	
Capacity	

As a public body, we are under a duty to protect the public funds that we administer, and to this end may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Notes

The sections of the Licensing Act 2003 referenced within this declaration are as follows:

Section 62(2)

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.

Section 62(3)

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.

Section 62(4)

Condition 3 is that the club is established and conducted in good faith as a club [see section 63 of the Act].

Section 62(5)

Condition 4 is that the club has at least 25 members.

Section 62(6)

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

Section 64(2)

Additional condition 1 is that (so far as not managed by the club in general meeting or otherwise by the general body of members) the purchase of alcohol for the club, and the supply of alcohol by the club, are managed by a committee whose members—

- (a) are members of the club;
- (b) have attained the age of 18 years; and
- (c) are elected by the members of the club.

This subsection is subject to section 65 (which makes special provision for industrial and provident societies, friendly societies etc.).

Section 64(3)

Additional condition 2 is that no arrangements are, or are intended to be, made for any person to receive at the expense of the club any commission, percentage or similar payment on, or with reference to, purchases of alcohol by the club.

Section 64(4)

Additional condition 3 is that no arrangements are, or are intended to be, made for any person directly or indirectly to derive any pecuniary benefit from the supply of alcohol by or on behalf of the club to members or guests, apart from—

- (a) any benefit accruing to the club as a whole, or
- (b) any benefit which a person derives indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the club.

Section 66(4)

The first condition is that—

- (a) the institute is managed by a committee or board, and
- (b) at least two thirds of the committee or board consists—
 - (i) partly of persons appointed or nominated, or appointed or elected from among persons nominated, by one or more licensed operators within the meaning of the Coal Industry Act 1994 (c. 21), and
 - (ii) partly of persons appointed or nominated, or appointed or elected from among persons nominated, by one or more organisations representing persons employed in or about coal mines.

Section 66(5)

The second condition is that—

- (a) the institute is managed by a committee or board, but
- (b) the making of—
 - (i) an appointment or nomination falling within subsection (4)(b)(i), or
 - (ii) an appointment or nomination falling within subsection (4)(b)(ii),is not practicable or would not be appropriate, and
- (c) at least two thirds of the committee or board consists—
 - (i) partly of persons employed, or formerly employed, in or about coal mines, and
 - (ii) partly of persons appointed by the Coal Industry Social Welfare Organisation or a body or person to which the functions of that Organisation have been transferred under section 12(3) of the Miners' Welfare Act 1952 (c. 23).

This page is intentionally left blank



Guidance for Applicants: Applying for a Club Premises Certificate

This guidance relates to the application form for the grant of a Club Premises Certificate under the Licensing Act 2003 ("the Act"). Alternate forms are available for other types of application, and for clubs wishing to apply for a Premises Licence instead.

Applications for Club Premises Certificates must be made to the local licensing authority within whose area the premises is situated – this will be Dacorum Borough Council for all club premises situated within Dacorum. Application forms can be obtained from Dacorum Licensing, or via our website at www.dacorum.gov.uk/licensing

NEED MORE HELP?

This guidance is intended to help applicants complete the application form. Dacorum's Licensing Section may be able to help you with any further queries in respect of making an application. You may also wish to consider engaging professional assistance, such as a legal advisor or licensing agent, or contacting other relevant organisations such as a club association.

QUALIFYING CLUBS

The Act recognises that non-commercial social clubs give rise to different issues for licensing law than commercially-run premises selling direct to the public. These clubs (such as the Royal British Legion, working men's or sports clubs) are generally organisations where members join together for a particular social, sporting or political purpose and then combine to purchase alcohol in bulk for its members. The clubs carry on activities from premises to which public access is restricted and alcohol is supplied other than for profit. For these reasons the Act affords clubs special treatment outside the normal premises licence arrangements. Please note that other types of club which are proprietary clubs (e.g. members clubs run for private profit) should obtain a premises licence.

<i>Will the licensing authority check that a club meets the criteria for being a qualifying club?</i>
<i>Clubs must submit a 'club declaration' form and a copy of their club rules with their application. The licensing authority will determine whether the club rules satisfy the conditions for qualifying clubs in relation to qualifying club activities, and may reject an application if it appears that the club does not satisfy the conditions for being a qualifying club in relation to the activities on the certificate. Clubs must inform the licensing authority of any changes to their club rules, both during the application and while any certificate remains in force, and may be asked to complete a new declaration form.</i>
<i>Can I give TENs for a club premises, without it affecting its qualifying club status?</i>
<i>The Government have stated that up to 12 temporary event notices per year could be given for a club premises without affecting its qualifying club status. A temporary event notice must be given by an individual, rather than the club itself.</i>

A 'club declaration' form must accompany your application for a club premises certificate, and is included in this application pack. This form is a declaration that your club meets qualifying club status. There are three sets of questions relating to the club rules or arrangements that will allow the licensing authority to determine whether the club rules meet the conditions of the Act for qualifying clubs in relation to qualifying club activities. Only one set of questions should be completed, depending on what type of club is applying. It is an offence to make a false statement in the declaration form, which on conviction, is liable to a fine of up to £5,000.

COMPLETING THE FORM

In the opening statement, you should insert the name of the **club** that is applying for a certificate – e.g. ‘Example Social Club’. Do not enter an individual’s name in this space.

PART 1 – Club Premises Details

This section asks for the address and some other details of the club premises. Please include as much of the postal address as possible, including the full post code. ‘Premises’ has a wide meaning, and can include an open site, vessels, vehicles/movable structures and buildings that may not have a formal postal address. If the premises has no postal address, please describe the location of the premises and/or give the Ordnance Survey map reference.

Please give the details of the club’s secretary in the appropriate spaces. Although the certificate will be held by the club as a body corporate, we ask for the secretary’s details as this will usually be the person with whom we correspond about the certificate.

The section also asks for the non-domestic rateable value (NDRV) of the premises. This is **not** the amount of the business rates which the club actually pays, but is a value determined by the Valuation Office, which is used to work out the business rates. The NDRV is used to determine the fee level to be paid with the licence application, and any annual fees thereafter. The NDRV of any premises can be checked on the Valuation Office Agency website, www.voa.gov.uk. Some premises will not have a non-domestic rateable value, and are treated as if they were in Band A for licensing fee purposes (fee bands are explained later in this guidance).

A club premises must be occupied and habitually used by a club in order to obtain a club premises certificate, and a declaration to this effect is included.

PART 2 – Club Operating Schedule

You should state the date you would like the certificate to start. You should bear in mind that your application will take **at least 28 days** to process, and this should be reflected in the date you enter. If no end date is specified, the Club Premises Certificate will be granted without an end date, and would only cease if it was surrendered or withdrawn.

General description of the club premises

You are asked to describe the club premises. For example, outline the type of premises it is, what you intend to use it for, the general location and layout, and any other information that you feel would be relevant to the licensing objectives. You should also describe any additional areas that you intend to provide for people to consume alcohol that you supply, such as beer gardens or outside terraces.

Do I need to include basements/upper floors or ancillary buildings in my application?
<i>Any spaces in which you are proposing to carry on qualifying club activities should be referred to within your application, and shown on the plans that you submit. Only spaces that are not affected in any way by the application (e.g. storage space in basement or upper floor) should be omitted.</i>
Should we include a beer garden or outside terrace as part of our Club Premises Certificate?
<i>That is for you to decide. If you do not include outside areas as part of the club premises, drinks that are bought to be consumed there will count as off supplies and any conditions that relate to off supplies would apply. If the beer garden or terrace is being provided for consumption of off-supplies, you must include a description of where the place is and its proximity to the premises. You may want to consider whether you might want to use outdoor areas at some point in the future to sell alcohol – perhaps an outdoor bar at a barbeque or possibly through waited drinks service.</i>

5,000 or more people attending

Leave this box blank if you think that less than 5,000 people will attend the club premises. The figure relates to the maximum number of people on the club premises, including employees, at any one time – not the total number over a period of time. If you decide that the number will not exceed 5,000, you will be responsible for ensuring that the numbers at any one time do not exceed this figure. Club premises are not subject to additional fees in the way that licensed premises are, so this question is asked for information only.

Qualifying club activities

When considering what to put in this section, you should think about all the activities you may want to conduct at the premises in the future and consider whether any are qualifying activities under the Act.

Can the club host public events and functions under a club premises certificate?
<i>No. The certificate will only authorise the specified activities for club members and their genuine guests, who have been signed in as per the club rules. If the club wishes to host events for members of the public, it will need to obtain temporary event notices or a premises licence to authorise this. This will also apply to any hire of the club's facilities for private parties – only club members and their guests would be entitled to attend these if provided under the club premises certificate.</i>
Do clubs have to be licensed to supply hot food and drink after 11pm?
<i>No. The supply of hot food and drink to members of recognised clubs and their guests is exempt from the licensing requirements.</i>
If a club puts on entertainment exclusively for its members and their guests, and does not charge, would this be classified as a private event that does not need licensing?
<i>Any type of entertainment provided by the club will require approval, either on the club premises certificate, or by a temporary event notice. From a licensing point of view, it does not make any difference if an entry fee (or any other kind of payment) is charged.</i>

Please indicate which qualifying activities you wish to apply to carry on by ticking the appropriate boxes. On the following pages, there is a section for each of the qualifying club activities. You will need to complete the appropriate sections for each qualifying activity you wish to include in your application. If you do not wish to apply for a particular activity, please leave that section of the form blank.

For each activity, please give the timings for any days of the week during which you intend the club premises to be used for that licensable activity (using the 24-hour clock). Any days when the premises will not be used for that activity should be left blank, or crossed through.

The spaces marked 'state any seasonal variations' and 'non standard timings' give you the opportunity to include any longer hours or additional days you may wish to apply for, for specific dates or periods. Typical examples could include additional hours on New Year's Eve or Bank Holiday weekends, or longer hours for a period during the summer or in the run-up to Christmas. If requesting any seasonal variations or non-standard timings, please be specific when setting out the days/periods you wish to apply for, and clearly state the times that you wish to be able to carry on the activity on those days. If it is not clear what days/times you are seeking, your application may be delayed while we clarify this.

For most of the activities, you are asked to indicate whether the activity will take place indoors, outdoors or both. Indoors may include a tent or similar temporary structure. Box I (supply of alcohol) instead asks you to confirm whether the alcohol you supply will be consumed on or off the premises, or both.

In the spaces marked 'Please give further details here', please outline the 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.

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	-	-	Please give further details here (please read guidance note 3) <i>Showing a range of films for both family and older club members, mainly on midweek evenings but we may also have occasional matinee screenings on Wednesdays and weekends.</i>	Both	<input type="checkbox"/>
Tue	18:00	22:00			
Wed	12:00	22:00	State any seasonal variations for exhibition of films (please read guidance note 4) <i>Children's summer holiday cinema, running from 1st August - 31st August annually - from 11:00 to 16:00 each day</i>		
Thur	18:00	22:00			
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) <i>New Year's Eve - from 18:00 through to 01:00 on New Year's Day</i> <i>Sunday of August Bank Holiday weekend - from 12:00 to 23:00</i> <i>Valentines Day - from 18:00 to midnight</i>		
Sat	12:00	01:00			
Sun	12:00	15:00			
	18:00	22:00			

Example of completed section

<i>Under 'non standard timings' can I apply to open late to show high-profile international sporting events such as World Cup matches, the Superbowl or Australian Rules Football finals, that are broadcast late at night in the UK?</i>
<i>You can apply for whatever qualifying club activities and timings you like, but should think about how these might be viewed by responsible authorities or other persons – in particular, regular late opening may cause concerns for nearby residents. It might be worth talking to the licensing authority and the relevant responsible authorities first to see what conditions, if any, you might offer to reassure any concerns.</i>

The following paragraphs give examples of the activities that may be authorised under each heading.

Section A: Plays

A performance of any dramatic piece, (including rehearsal), whether involving improvisation or not, which is given wholly or in part by one or more persons present and performing in which the whole or a major proportion of what is done by the person(s) performing, whether by way of speech, singing or action, involves the playing of a role.

Section B: Films

Any exhibition of moving pictures except where its sole or main purpose is to demonstrate a product, advertise goods or services or provide information, education or instruction, or if it is part of an exhibit in a museum or art gallery. Showing a television program at the time that it is broadcast is not licensable (although a TV licence and a contract with the broadcaster, where applicable, will be required). Showing any recorded programmes other than at their broadcast time will be licensable.

Section C: Indoor sporting events

A sporting event is defined in the Act as any contest, exhibition or display of any sport in which physical skill is the predominant factor, and any form of physical recreation which is also engaged in for purposes of competition or display which takes place wholly inside a building, and at which the spectators are accommodated inside that building. This includes any enclosed structure and could be a vehicle, vessel or moveable structure.

Section D: Boxing or wrestling entertainment

Unlike other sports, boxing and wrestling is licensable whether held indoors or outdoors.

Section E: Live music

Music includes vocal or instrumental music or any combination of the two, performed by any number of participants. The performance of live music, if it is incidental to some other activity which is not in itself a licensable activity, is not licensable.

Section F: Recorded music

Your licence does not need to authorise the playing of recorded music if it is incidental to some other activity which is not in itself a licensable activity, as this would be exempt – for example, background music in a shopping centre is likely to be considered to be incidental. It is unlikely that the provision of a disc jockey or jukebox at your premises could be considered to be incidental, and should usually be included in your application as a licensable activity. If in any doubt, please consult the licensing authority. The use of a radio to listen to programmes at the time of broadcast is not licensable.

Section G: Performances of dance

Morris dancing or any dancing of a similar nature is not licensable, nor is the performance of unamplified live music as an integral part of such dancing.

Section H: Entertainment of a similar description to that falling within E, F and G

This section can be used to set out any other entertainments of a similar nature to those in the preceding sections, but which for whatever reason are not appropriate to include there. Please specify the type(s) of entertainment you wish to provide. Typical examples may include karaoke, poetry slams, quiz nights, capoeira displays, or other activities combining elements of music and dance.

Section I: Supply of alcohol

If you wish people 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'.

- **Please note that a club premises certificate cannot authorise the public hire of the club's facilities – only for functions at which only members and guests will be present. If it is intended to host public functions, a temporary event notice or a premises licence must be obtained.**

Section J: Hours club premises are open to members and guests

You are asked to specify the times during which the premises will be open to members and guests. This may include times where no qualifying club activities take place, as it is important for responsible authorities, other persons and the licensing authority to know how long your premises is open in addition to the times where those activities will take place. For example, it might be necessary and proportionate to include a winding-down period after other activities finish and before the premises closes, to allow members and guests to make an orderly departure from the premises.

You should indicate whether any of the 'seasonal variations' and 'non standard timings' for qualifying club activities, would affect the hours the premises are open, in the spaces provided. You may also wish to consider whether there will be any seasonal variations or non-standard timings when the premises will be open to the public at different times for non-licensable activities - for example, opening early to provide breakfasts during the Summer holidays.

Activities giving rise to concerns in respect of children

In section K of the form, you are asked to 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 or gambling. You do not need to complete this section if it does not apply to your premises, but rather than leave blank, it would be better to

write 'none' or 'N/A' to be clear that you have considered this, rather than simply forgotten to complete the box.

Can a club premises certificate authorise sexual entertainment, such as striptease?

Dacorum has adopted the provisions of the Policing & Crime Act 2009 relating to sexual entertainment venues, and will require any venue promoting regular sexually stimulating performances or displays of nudity to hold a sex establishment licence. A club certificate may also be required for other activities, such as the supply of alcohol or musical performances, but it cannot authorise sexual entertainment.

Steps to promote the licensing objectives

In section L, you are asked to describe the steps you intend to take to promote the four licensing objectives, which are:

- ❖ Prevention of crime and disorder
- ❖ Prevention of public nuisance
- ❖ Public safety
- ❖ Protection of children from harm

Don't forget that you should already be abiding by relevant legislation in many other areas, such as the Health and Safety at Work Act and the Regulatory Reform (Fire Safety) Order. Your starting point should be compliance with these requirements. If you feel there is nothing more you need to do, then you might wish to write 'N/A' or something like 'nothing beyond existing Health and Safety/Fire Safety etc requirements'. This shows you have considered the objectives and come to a decision that you have nothing additional to do and not that you have forgotten to write anything in this section.

If your application is granted, any measures that you include in this section will be translated into conditions upon your certificate. Therefore, if you do intend to take additional measures, you should consider carefully what to include. Failure to comply with any condition on your certificate would constitute an offence under the Act, and is likely to result in enforcement action, as well as an increased likelihood of your licence being reviewed. You should therefore think carefully about adding conditions to ensure that they are achievable, realistic, necessary, proportionate and within your control. Base your response on a proper, common sense consideration of the risks and what you can realistically do to mitigate them.

Of course, if a responsible authority considers that you need to do more to promote one of the licensing objectives than you have specified in your application, they will be able to make representations. You may find it useful to talk to the responsible authorities before completing the form, to discuss any measures that they would expect to see within your application.

The 'General Box' is best used to list any steps you will take that will benefit more than one of the licensing objectives, or which do not necessarily link in with any of the other headings – for example, employing additional staff.

Checklist and declaration

By ticking this list, you are making a declaration that you have carried out the listed actions. If you tick the boxes and do not carry out these actions, you may be making a false statement in relation to the application, which is an offence, which on conviction may make you liable to a fine of up to £5,000.

You should check that you have included all the required documentation. This includes a plan of the premises, a means of payment for the application fee, the club declaration form and a copy of the club rules.

PART 3 – Signatures

The application form must be signed on behalf of the club, generally by an elected officer of the club, such as the secretary or chairperson. A club's agent (for example a solicitor) may sign the form on their behalf provided that they have been given the authority to do so by the club.

Plans

A plan of the club premises should be included with the application, and copied to the responsible authorities as part of the application. The plan of the club premises needs to meet the requirements set out in the Act and associated Regulations and, in particular, should show the following matters:

- (a) the extent of the boundary of the building or perimeter of the licensed premises, and any external and internal walls of the building;
- (b) the location of points of access to and egress from the premises;
- (c) if different from paragraph (b), the location of escape routes from the premises;
- (d) the area within the premises which is to be used for each licensable activity applied for;
- (e) 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 routes without impediment;
- (f) the location and height of any stage or raised area relative to the floor;
- (g) the location of any steps, stairs, elevators or lifts;
- (h) the location of any room or rooms containing public conveniences;
- (i) the location and type of any fire safety and any other safety equipment, and
- (j) the location of a kitchen, if any, on the premises.

The information contained in the plan must be clear and legible in all material respects, and you may wish to include a key of symbols to illustrate the above items on the plan. The plan should be drawn to an appropriate scale – 1:100 or 1:50 (where a wall 10m long would be drawn on the plan as 10cm or 20cm respectively) are the most commonly used, but any other appropriate scale will be satisfactory.

<i>Do I have to have plans professionally drawn?</i>
<i>There is no requirement to have plans professionally drawn. What is important is that they are accurate and meet the requirements referred to above.</i>
<i>Do I need to show a consumption area, such as a beer garden, on the plan?</i>
<i>There is no requirement to include any areas on the plan that are not part of the premises you are licensing. You should, however, describe any areas that you intend to provide for people to consume alcohol that you sell or supply under the general description of the premises that you are required to give at the beginning of Part 2 of the application form.</i>

Responsible authorities

You are required to give a copy of the application, including any accompanying documentation, to the "responsible authorities" on the same day as the application is given to the licensing authority. Responsible authorities are the public bodies which may make representations to the licensing authority in relation to an application. Any representations must be about the likely effect of granting the application on the promotion of the licensing objectives. The responsible authorities include:

- ❖ Hertfordshire Constabulary
- ❖ Hertfordshire Public Health
- ❖ Dacorum Planning
- ❖ Hertfordshire Safeguarding Children Board
- ❖ Hertfordshire Fire & Rescue Service
- ❖ Dacorum Environmental Health
- ❖ Hertfordshire Trading Standards

For applications relating to vessels or certain public buildings, further responsible authorities have been designated, who must also be sent a copy of the application.

Contact details for all of the Responsible Authorities for the Dacorum area are provided with the application pack.

Advertising your application

All applications must be advertised, in order to allow local residents and businesses to review your proposals and make representation if they wish. There are two ways in which you must advertise:

- ❖ You must display a statutory notice at the club premises for 28 consecutive days starting on the day after you submitted your application. This notice must be printed on blue paper, and be displayed so that it can be conveniently read from outside the premises **at all times**.
- ❖ You must also publish a public notice in a locally available newspaper, on one occasion, within 10 working days of submitting your application.

Templates for both of the advertisements are included at the rear of the application pack.

Failure to advertise your application in accordance with the legal requirements will invalidate your application, and could mean that you have to start the entire application process again.

Fees

All fees for Club Premises Certificates are linked to the Non-Domestic Rateable Value of the club premises. This value is assessed by the Valuation Office Agency, and is also used in the calculation of business rates. The value for your premises will be shown on your most recent business rates invoice, or alternatively can be found through the search engine on the VOA website, www.voa.gov.uk

The fee that should accompany your application is shown in the third column of the table below. Payment should be made by cheque or postal order (payable to 'Dacorum Borough Council') or credit or debit card only – we are unable to accept cash payments.

Fee Band	Rateable Value	Application Fee	Annual Fee
A	No rateable value, up to £4,300	£100.00	£70.00
B	Between £4,301 and £33,000	£190.00	£180.00
C	Between £33,001 and £87,000	£315.00	£295.00
D	Between £87,001 and £125,000	£450.00	£320.00
E	£125,001 or more	£635.00	£350.00

Premises undergoing construction or redevelopment are treated as if they are in Band C.

If your application is granted, your certificate will be subject to an annual fee of the amount shown in the right-hand column above. This fee is payable on the anniversary of the grant of the certificate every year.

These guidance notes are based upon those published by the Department for Culture, Media and Sport. Further information on the Licensing Act 2003 can be found on the GOV.UK website.



Advertising your application for the grant of a club premises certificate

As part of the application process, you are required to publicise your application in the vicinity of your premises, in two different ways:

- by publishing a public notice in a local newspaper, on one occasion within 10 working days of making your application to the licensing authority, and
- by displaying a statutory notice (on blue paper, A4 or larger) at or near the premises, for 28 days.

Templates for both of these advertisements are included below, which include the necessary formatting and wording to satisfy the requirements set out in the Regulations. Text in square brackets may be omitted.

Please note that classified advertising publications are not suitable for this purpose – your notice must appear in a publication with news content, available in the area in which your premises are situated. If there is no local newspaper published in that area, a local newsletter or circular publication may be used instead – please consult with Licensing Officers for guidance prior to making use of these types of publication.

Newspaper notice template

LICENSING ACT 2003 APPLICATION FOR GRANT OF CLUB PREMISES CERTIFICATE

.....

[Name of club]

has applied to Dacorum Borough Council for the grant of a Club Premises Certificate, in respect of the following club premises:

.....

.....

[Trading name and address of the club premises]

which would authorise the following qualifying club activities:

.....

.....

.....

.....

[List the qualifying activities for which this application is made, and the times during which the club proposes to carry on those activities. Qualifying activities are Supply of Alcohol, Plays, Films, Indoor Sports, Live Music, Recorded Music, Performances of Dance, etc.]

A copy of this application may be inspected during normal office hours at:

Licensing, Dacorum Borough Council, The Forum, Marlowes, Hemel Hempstead, HP1 1DN, or via the licensing authority’s website, at www.dacorum.gov.uk/licensing

A responsible authority or any other person may make representation to the licensing authority in respect of this application. Representations must be made in writing, either by post to the above address, or by email to licensing@dacorum.gov.uk and must be received no later than *[28 days after the date on which your application was made]*

It is an offence to knowingly or recklessly make a false statement in connection with a licensing application, and the maximum fine for which a person is liable on summary conviction for that offence shall not exceed level 5 on the standard scale (£5,000).



LICENSING ACT 2003

Application for grant of Club Premises Certificate

.....
[Name of club]

has applied to Dacorum Borough Council for the grant of a Club Premises Certificate, in respect of the following club premises:

.....
[Trading name and address of the club premises]

which would authorise the following qualifying club activities:

.....
[List the qualifying activities for which this application is made, and the times during which the club proposes to carry on those activities. Qualifying activities include Supply of Alcohol, Plays, Films, Indoor Sports, Live Music, Recorded Music, Performances of Dance, etc.]

A copy of this application may be inspected during normal office hours at: **Licensing, Dacorum Borough Council, The Forum, Marlowes, Hemel Hempstead, HP1 1DN**, or via the licensing authority's website, at www.dacorum.gov.uk/licensing

A responsible authority or any other person may make representation to the licensing authority in respect of this application. Representations must be made in writing, either by post to the above address, or by email to licensing@dacorum.gov.uk and must be received no later than

.....
[28 days after the date on which your application was made]

It is an offence to knowingly or recklessly make a false statement in connection with a licensing application, and the maximum fine for which a person is liable on summary conviction for that offence shall not exceed level 5 on the standard scale (£5,000).