

# *North Wiltshire District Council*

## **GUIDANCE NOTES**

### **CLUB PREMISES CERTIFICATES**

#### **Page 1**

Please note that it is the club that is making the application, although the secretary signs the form on behalf of the club.

In Part 1 - provide the address, Ordnance Survey reference or other description of the premises you wish to have licensed - sufficient to identify that premises.

The non-domestic rateable value of the premises can be found on the rate demand for the premises and is the figure with RV next to it. Alternatively go to [www.voa.gov.uk](http://www.voa.gov.uk) and click on "2005 rating list".

A Club Premises Certificate can only be issued to a premises occupied and habitually used by the Club.

#### **Page 2**

Part 2 - Club Operating Schedule

It is up to you when you wish your Club Premises Certificate to run from. Please bear in mind that any premises operating on or after 24<sup>th</sup> November 2005 where qualifying club activity takes place must have a Club Premises Certificate.

If the licence is required for a specific period only please indicate when the licence will end.

In the general description box, please provide sufficient information to allow anyone reading the application to understand what sort of premises you are applying to use as a Club.

For example

"Conversion of an existing two storey commercial building in the town centre to provide a bar and a function room for regulated entertainment for the use of members."

#### **Page 3**

You are required to list the qualifying club activities you wish to undertake on Page 3 and this will form the basis on which any Club Premises Certificate is granted.

If you intend to provide regulated entertainment yourself, please tick the relevant boxes from (a) to (h). If you are providing a room or other facility for members to provide their own entertainment, please tick the relevant boxes from (l) to (k).

If you intend to provide hot food between 11 pm and 6 am, please tick the box for provision of late night refreshment.

If you intend to supply alcohol to members and guests, please tick the relevant box.

**In all cases where you have ticked any of the boxes on Page 3 you are required to complete the corresponding boxes A to L on Pages 4 to 10.**

**PLEASE NOTE THAT IF YOU SELL ALCOHOL OR PROVIDE REGULATED ENTERTAINMENT TO ANYONE OTHER THAN MEMBERS OR GUESTS YOU WILL NEED TO APPLY FOR A PREMISES LICENCE.**

**Premises licences can be issued as an alternative to a Club Premises Certificate. If you have any queries regarding which licence(s) you need, please contact the Licensing Section at North Wiltshire District Council before submitting your application.**

**Page 12**

In Section P (a – e) you should list the steps that you intend to take to promote the four licensing objectives. Because you are not converting an existing licence there are no existing conditions to carry over. You should, therefore, list all the things that you are going to do to address the four objectives. Please note that the Responsible authorities to whom you will be sending copies of your application are likely to make representations (object) if they are not satisfied that sufficient steps are proposed to be taken by you. It is, therefore, in your interest to discuss with each of the Responsible Authorities what they would expect to see written in this section before you submit your application.

**LICENSING ACT 2003**

**SUMMARY OF FEES**

<b>NATIONAL NON-DOMESTIC RATEABLE VALUE OF PREMISES TO BE LICENSED</b>	<b>BAND</b>	<b>FEE PAYABLE WITH EVERY PREMISES OR CLUB PREMISES CERTIFICATE APPLICATION/ VARIATION OF LICENCE</b>	<b>ANNUAL FEE PAYABLE ON ANNIVERSARY OF DATE LICENCE COMES INTO EFFECT</b>	<b>FEE PAYABLE FOR CHANGE OF DETAILS, LOSS OR THEFT</b>
ZERO to £4300	A	£100	£70	£10.50
£4300 to £33,000	B	£190	£180	£10.50
£33,000 to £87,000	C	£315	£295	£10.50
£87,000 to £125,000	D	£450	£320	£10.50
£125,000 and above	E	£635	£350	£10.50

<b>LICENCE TYPE</b>	<b>FEE PAYABLE</b>	<b>FEE PAYABLE FOR CHANGE OF DETAILS, LOSS OR THEFT</b>
Personal Licence	£37	£10.50
Temporary Event Notice	£21.00	N/A

<b>APPLICATION TYPE</b>	<b>FEE PAYABLE</b>
To vary licence to specify individual as Premises Supervisor	£23.00
For the Transfer of a Premises Licence	£23.00
Interim Authority Notice following death etc of Licence Holder	£23.00
For a Provisional Statement where premises is being built etc	£315.00
Right of Freeholder etc to be notified of licensing matters	£21.00

\* All cheques should be made payable to `North Wiltshire District Council`

Please note that every application must be accompanied by the relevant fee.

## **PLANS**

**Every application must be accompanied by a plan of the premises.**

The standard scale for plans to accompany applications shall be 1 to 100.

The plan shall show the following:

- the extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises
- the location of points of access to and egress from the premises
- if different from (b), the location of escape routes from the premises
- where the premises is to be used for more than one licensable activity, the area within the premises used for each activity
- fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment
- where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor
- where the premises has any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts
- where the premises has public toilets, the location of the toilets
- the location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment
- the location of a kitchen, if any, on the premises

## **RESPONSIBLE AUTHORITIES**

**A copy of the completed application including copies of the plans must be sent to the following:**

The **original application** with all attached documentation and the requisite fee must be sent to the following:

The Licensing Officer  
North Wiltshire District Council  
Environmental Health  
Monkton Park  
Chippenham  
Wiltshire  
SN15 1ER

A copy of the complete application must also be sent to:

1. The Licensing Officer  
Divisional Police HQ  
Wiltshire Police  
Hampton Park West  
Melksham  
Wiltshire  
SN12 6QQ
2. North Wiltshire District Council  
Environmental Health  
Pollution Team  
Monkton Park  
Chippenham  
Wiltshire  
SN15 1ER
3. North Wiltshire District Council  
Planning Department  
Monkton Park  
Chippenham  
Wiltshire  
SN15 1ER
4. Wiltshire Fire & Rescue Service  
Fire Safety Department  
Fire Station  
Hilperton Road  
Trowbridge  
Wiltshire  
BA14 7JB  
Email: [trowbridge.firesafety@wiltsfire.gov.uk](mailto:trowbridge.firesafety@wiltsfire.gov.uk)
5. Area Trading Standards Manager  
Environmental Services Department  
Wiltshire County Council  
Trading Standards Area Office  
The Chestnuts  
Bythesea Road  
Trowbridge  
Wiltshire BA14 8JD

**NOTE:** If the premises is one for which the Health and Safety Executive (HSE) is responsible for enforcing the HASAWA, (these will include schools and other Local Authority premises, Government property, factories and underground stores), copies must be sent to the following:

1. The Services Group  
Health and Safety Executive  
The Pithay  
Bristol  
BS1 2ND  
Email: keith.derrick@hse.gsi.gov.uk

### **ADVERTISING**

The application must be advertised by placing a notice on the premises in a position where it is visible from the outside and by placing a notice in a paper circulating in the area.

An example notice is attached.

EXAMPLE NOTICE

***The notice is to be displayed on the premises for a period of no less than 28 consecutive days, starting on the day after the day on which the application was given to the relevant Licensing Authority. The notice, in all cases, must be displayed prominently at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises. In the case of a premises covering an area of more than fifty metres square, a further notice in the same form and subject to the same requirements must be displayed every fifty metres along the external perimeter of the premises abutting any highway. The Notice must be of a size equal or larger than A4, of a pale blue colour, printed legibly in black ink or typed in black in a font of a size equal to or larger than 16.***

*The information contained in this notice must also be published in a Local Newspaper at least once during a 10 working days period starting the day after the application was made to the licensing Authority*

Example Notice

Mr Robert James is applying for the grant of a Premises Licence for The Sun Public House, 1 High Street, Chippenham, Wiltshire. SN15 1ER.

The Licence, if granted, is to enable the Following Activities to take Place:

- Sale of alcohol for consumption on the premises / sale of alcohol for consumption off the premises / provision of regulated entertainment / provision of facilities for regulated entertainment/ provision of late night refreshment.

*(If varying licence, briefly specify what you intend to change, this could be hours or licensable activities.)*

Any person wishing to make representations in relation to this application may do so by writing to Environmental Health Licensing Section, Community & Environment, North Wiltshire District Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER.

Representation may be made up to 28 days from the date of this notice.

A Copy of the application for the grant of the above licence is kept by the Environmental Health Licensing Section, Community & Environment, North Wiltshire District Council, Monkton Park, Chippenham, Wiltshire. SN15 1ER.

The application can be viewed by prior appointment.

It is an offence to knowingly or recklessly make a false statement in connection with an application. The maximum fine for which a person is liable on summary conviction for making a false statement is a Level 5 fine on the standard scale.

Dated .....

## **REJECTION**

If any part of the application is incomplete it will be rejected and returned to you. Rejection may involve you in considerable expense and will delay the issue of a licence. It is, therefore, in your interest to make sure that your application is correct and complete.

**DO NOT FORGET TO SIGN THE FORM!**

## **TIMING**

Once an application is accepted the Licensing Authority has to wait for four weeks for representations to be received. It then has a further four weeks to either issue a licence if no representations have been received or arrange a Hearing where there have been representations. You are, therefore, strongly recommended to submit your application **at least two months** prior to the date you require your licence to run from.