



**BEDFORD**  
BOROUGH COUNCIL

## **Licensing Act 2003**

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

Contact details for Bedford Borough Council's Licensing Service

Email: [licensing@bedford.gov.uk](mailto:licensing@bedford.gov.uk)

Staff are available from 8.45am – 17.15pm Mon – Thurs 8.45am – 16.45pm Fridays

The web address for licensing pages is:

<https://www.bedford.gov.uk/licencing/>





# **Bedford Borough Council**

Licensing, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

## **Application for 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 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**

<b>Name of club</b>	
<b>Postal address of premises or, if none, ordnance survey map reference or description</b>	
<b>Post Town</b>	<b>Postcode</b>
<b>Telephone number (if any)</b>	
<b>E-mail address (optional)</b>	

<b>Name of person performing duties of a secretary to the club</b>	
<b>Address of person performing duties of a secretary to the club</b>	
<b>Post Town</b>	<b>Postcode</b>
<b>Daytime contact telephone number (if any)</b>	
<b>E-mail address (optional)</b>	

Non-domestic rateable value of club 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?    Day    Month    Year

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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If you wish the certificate to be valid only for a limited period, when do you want it to end?

Day    Month    Year

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**General description of club (Please read guidance note 1)**

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 ✓ Yes

**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 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)

**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 J)

**In all cases complete boxes K and L**

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

<b>C Indoor sporting events</b> Standard days and timings (Please read guidance note 7)			<b><u>Please give further details here</u></b> (Please read guidance note 4).
Day	Start	Finish	<b><u>State any seasonal variations for indoor sporting events</u></b> (Please read guidance note 5)
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			<b><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></b> (Please read guidance note 6)

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



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

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

<b>I Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption (Please tick box ✓)</b> (please read guidance note 8)		On the premises	
					Off the premises	
Day	Start	Finish	Both			
Mon			<b>State any seasonal variations</b> (please read guidance note 5)			
Tue						
Wed						
Thur			<b>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</b> (please read guidance note 6)			
Fri						
Sat						
Sun						

<b>J Hours club premises are open to the members and guests Standard days and timings (please read guidance note 7)</b>			<b>State any seasonal variation</b> (please read guidance note 5)			
Day	Start	Finish				
Mon						
Tue						
Wed						
Thur			<b>Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, please list.</b> (please read guidance note 6)			
Fri						
Sat						
Sun						

## **K**

**Please highlight any adult entertainment or services, activities, or 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 plan to the 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	

<b>Address for correspondence associated with this application</b> (please read guidance note 12)	
<b>Post town</b>	<b>Post code</b>
<b>Telephone number (if any)</b>	
<b>If you would prefer us to correspond with you by e mail your e mail address (optional)</b>	

## 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 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 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 0800 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 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) the local authority, or (ii) the school or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organizer 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 the 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 for 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 healthcare provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided for 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 un-amplified.
  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 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 etc gambling machines etc
  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.



# **Bedford Borough Council**

Licensing Service, Borough Hall, Cauldwell Street, Bedford MK42  
9AP

**Declaration for a club premises certificate to be granted  
under the LA 2003 and application for a club premises certificate**

## **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**

<b>Name of club</b>	
<b>Postal address of club, if any, or, if none, ordnance survey map reference or description</b>	
<b>Post Town</b>	<b>Postcode</b>
<b>Telephone number (if any)</b>	
<b>E-mail (optional)</b>	



## CLUB DECLARATION AS TO QUALIFYING CLUB STATUS

.....  
*(Insert name of club)*

**club makes the following declarations**

- 1) Where the club to which this application relates is:  
a registered society within the meaning of the Industrial and Provident Societies Act 1965, a registered society within the meaning of the Friendly Societies Act 1974 or a 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 relevant club rule number(s)

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

Please give relevant club rule number(s)

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

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

If yes the club declares that -

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 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 relevant club rule number(s)

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

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

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

Please give 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 relevant club rule number(s)

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

Please give relevant club rule number(s)

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

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),

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 relevant club rule number(s), if any

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

Please give relevant rule number(s), if any

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

Please give 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

,

.....  
**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.

### **Guidance Notes:**

#### **Guidance notes for completing the 'Declaration for a Club Premises Certificate'.**

#### **What is the criteria for a 'qualifying club'**

- General conditions for qualifying clubs:
- a person may not be given membership or as a candidate for membership to any membership privileges without an interval of at least two days from their membership application or nomination and their membership being granted;
- that club rules state that those becoming member without nomination or application cannot have membership privileges for at least two days between them becoming members and being admitted to the club;
- that the club is established and conducted in good faith;
- that the club has at least 25 members;
- that alcohol is only supplied to members on the premises on behalf of or by the club.
- Additional conditions relating to the supply of alcohol:
- that alcohol purchased for and supplied by the club is only to members of club who are over 18 years of age and are elected to do so by the members;
- that no person at the expense of the club receives any commission, percentage or other similar payment in regard to the purchase of alcohol by the club;
- that there are no arrangements for anyone to receive a financial benefit from supplying alcohol, apart from any benefit to the club or to any person indirectly from the supply giving a gain from running the club.

- Registered industrial and provident societies and friendly societies will qualify if the alcohol is purchased for and supplied by the club is done under the control of the members or a committee of members.

### **Data Protection Privacy Advice**

Through the relevant application/notice forms, accompanying documentation and payment facilities associated with this licensing function the Council (the data controller) collects personal data. Personal data may also be collected in respect of further related requests for information from the applicant/person submitting the notice. This is necessary for the performance of legal obligations on it in respect of the relevant licensing function or otherwise necessary for the performance of a task carried out in the public interest or in the exercise of official authority. These also form the basis for the further processing of the personal data by the Council in connection with the application/notice, any determination of the same and any subsequent authorisation/appeal and issues that arise during the period of the authorisation/appeal. Beyond that, the Council will retain the records for 5 years and then destroy them securely. The Council will maintain and retain public registers and these are not destroyed. The Council may from time to time extract information itself from those public registers. The Council will share with and receive information from the following:

- Statutory Consultees as defined by legislation
- Public & Site Notice
- Ward Councillors
- Parish Councils

In respect of data subjects who are applicants/notice givers and those who hold authorisations. It holds the personal data in a way designed to secure it from unauthorised use, loss or destruction. These measures include recruitment and training of staff, procurement of services and physical/cyber security. The Council's privacy statement for this function is available at [www.bedford.gov.uk](http://www.bedford.gov.uk) or upon request from the Council using the address and telephone contact details elsewhere on this form. The Council will update its privacy statement from time to time and you are urged to read that statement. You have information rights that are explained at

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

You can exercise your information rights by contacting the Council's Data Protection Officer at [dpo@bedford.gov.uk](mailto:dpo@bedford.gov.uk) or writing to Information Governance, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP (Telephone (01234) 267422). If you believe that the Council has failed to comply with its data protection obligations you may contact the ICO at 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk). Further contact details are available upon request. The full Privacy Statement for Premises Licences and Club Premises Certificates can be viewed here:

[www.bedford.gov.uk/gdprprivacy](http://www.bedford.gov.uk/gdprprivacy)

# FORM OF CERTIFICATE FOR APPLICATIONS MADE UNDER THE LICENSING ACT 2003 SECTIONS 17,29,34,71 AND 84

When completed send to: Licensing Team, Bedford Borough Council,  
Borough Hall, Cauldwell Street, Bedford, MK42 9AP

<b>Premises known as:</b>	
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I/WE HEREBY CERTIFY that notice of the application was made / served as follows

<b>Notice of the application (see note 1 below) was served on:</b>	<p>Chief Officer of Police, c/o Licensing Officer, Bedfordshire Police, Halsey Road, Bedford, MK42 8AX</p>	Date served:
	<p>Chief Fire Officer, Bedfordshire Fire &amp; Rescue Service, Southfields Road, Kempston, Bedford, MK42 7NR</p>	Date served:
	<p>The Enforcing Authority under s18 of the Health &amp; Safety at Work etc Act 1974:</p>	Date served:
	<p>Health &amp; Safety at work, Environmental Health Unit, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP</p>	Date served:
	<p>The Local Authority by which statutory functions are exercisable in relation to minimising or preventing the risk of pollution of the environment or of harm to human health:</p>	Date served:
	<p>Environmental Health Unit, Bedford Borough Council, Borough Hall Cauldwell Street, Bedford, MK42 9AP</p>	Date served:
	<p>Planning Services, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP</p>	Date served:
	<p>Children's Services, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP</p>	Date served:

	Bedford Trading Standards, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP	Date served:
	Public Health Department, Borough Hall, Cauldwell Street, Bedford MK42 9AP	Date served:
	Immigration Enforcement, acting on behalf of the Secretary of State, Alcohol Licensing Team, Lunar House, 40 Wellesley Road, Croydon, CR9 2BY	Date served:
	<b>For premises run by a Council:</b> Health & Safety Executive, Southern Division, Woodlands, Manton Lane, Bedford MK41 7LW	Date served:

All applications for grant or variation of a premises licence, for a provisional statement, club premises certificate applicants are also required to place a site notice and publish notice of the application in a local newspaper. This must be done on at least one occasion during the period of ten working days starting on the day after the day on which the application was given to the Council.

<b><i>That a press notice (copy of notice must be attached) was published in the stated local newspaper circulating in the area in which the premises are situated on the day indicated:</i></b>	Name and Address of Local Newspaper:	Date of publication:
<b><i>A Site Notice in the prescribed form (see note 2 below) was displayed on or at the premises in a prominent position so that it could easily be read by passers by for 28 days:</i></b>	Date from:	Date to:

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signed \_\_\_\_\_ by /  
for the Applicant (please indicate if signed on behalf of the Applicant, the name and address of the person signing).



## **Notes**

1. Notice of application must be served to the above listed Responsible Authorities for the purposes of section 13(4) and 69(4) of the Act. This applies to applications for a Premises Licence and Club Premises Certificate
2. Advertisement of applications –  
For a period not less than 28 consecutive days on the day after on which the application which given, display a notice which is –
  - a) of a size equal to or larger than A4
  - b) of a pale blue colour
  - c) printed legibly in black ink or typed in black in a font of a size equal to or larger than 16

## Guidance for submitting Plans with applications for a Premise Licence and Club Premise Certificate

The plan is to be drawn to the 'standard scale' of **1:100** unless a different acceptable scale is previously agreed in writing with us. It must include the following:

- (1)
  - (a) 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;
  - (b) The location of points of access to and egress from the premises;
  - (c) If different from sub-paragraph (1)(b), the location of escape routes from the premises;
  - (d) In a case where the premises is to be used for more than one licensable activity, the area within the premises used for each activity;
  - (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 exits or escape routes without impediment;
  - (f) In a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
  - (g) In a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
  - (h) In the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
  - (i) The location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment; and
  - (j) The location of a kitchen, if any, on the premises
- (2) The plan may include a legend through which the matters mentioned or referred to in paragraph (1) are sufficiently illustrated by the use of symbols on the plan



**Licensing Act 2003**

**PREMISES LICENCE**  
8537/11401 IN0177

**CLUB PREMISE  
CERTIFICATE**  
8537/11401 IN0178

**TEMPORARY EVENT  
NOTICE**  
8537/11401 IN0179

**Premises / Club Premises Certificate fees**

Rateable value bands	A	B	C	D	E
Main Application Fee	100	190	315	450	635
Main Annual Charge (payable one year after the grant of a licence)	70	180	295	320	350

Where premises are exclusively or primarily in the business of selling alcohol then the multiplier fees below apply for premises in bands D and E (mainly large town and city centre pubs)

Band	D (x 2)	E (x 3)
City / town centre pub application Fee	900	1905
City / town centre pub annual charge	640	1050

**Rateable Value Explained:**

Premises and club application and annual fees – each premise that is licensable is allocated to a fee band according to the rateable value as follows:

Rateable Value	Band
No rateable value to £4,300	A
£4,301 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

**Exceptionally Large Events**

Number in attendance at any one time	Additional fee
5,000 to 9,999	1,000
10,000 to 14,999	2,000
15,000 to 19,999	4,000
20,000 to 29,999	8,000
30,000 to 39,999	16,000
40,000 to 49,999	24,000
50,000 to 59,999	32,000
60,000 to 69,999	40,000
70,000 to 79,999	48,000
80,000 to 89,999	56,000
90,000 and over	64,000

**Personal Licences, Temporary Events and Other Fees:**

Application for a grant or renewal of personal licence <b>8537/11401 IN0176</b>	37.00
Temporary event notice <b>8537/11401 IN0179</b>	21.00
Theft, loss, etc. of premises licence <b>8537/11401 IN0177</b>	10.50
Certified copy of premises licence <b>8537/11401 IN0177</b>	10.50
Application for a provisional statement where premises being built, etc. <b>8537/11401 IN0177</b>	315.00
Notification of change of name or address (code as per licence type)	10.50
Application to vary licence to specify individual as premises supervisor <b>8537/11401 IN0177</b>	23.00
Application for transfer of premises licence <b>8537/11401 IN0177</b>	23.00
Interim authority notice following death etc. of licence holder <b>8537/11401 IN0177</b>	23.00
Theft, loss etc. of club premises certificate or summary <b>8537/11401 IN0178</b>	10.50
Notification of change of name or alteration of rules of club <b>8537/11401 IN0178</b>	10.50
Change of relevant registered address of club <b>8537/11401 IN0178</b>	10.50
Theft, loss etc. of temporary event notice <b>8537/11401 IN0179</b>	10.50
Theft, loss etc. of personal licence <b>8537/11401 IN0176</b>	10.50
Duty to notify change of name or address	10.50
Right of freeholder etc. to be notified of licensing matters <b>8537/11401 IN0177</b>	21.00
Minor Variation of Premise Licence <b>8537/11401 IN0177</b>	89.00
Minor Variation of Club Premise Licence <b>8537/11401 IN0178</b>	89.00

## Responsible Authorities to which an applicant is required to give notice of his / her application to

If you are applying for a *new* or to *vary* a premise licence please send photocopies of the application to all Responsible Authorities.

In addition to the below addresses you should note that original applications with supporting documents should be submitted to the Licensing Authority, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

### 1. The Police:

Chief Officer of Police,  
c/o Community Safety/Licensing Officer  
Bedfordshire Police, Halsey Road, Kempston,  
Bedford, MK42 8AX

Tel: 01234 842068

Email: [LicensingBedford@bedfordshire.pnn.Police.uk](mailto:LicensingBedford@bedfordshire.pnn.Police.uk)

### 2. The Fire Authority:

Chief Fire Officer, Bedfordshire Fire & Rescue Service, Southfields Road, Kempston, Bedford MK42 7NR

Tel: 01234 245514

Email: [naofiresafetyadmin@bedsfire.gov.uk](mailto:naofiresafetyadmin@bedsfire.gov.uk)

### 3. The Enforcing Authority under section 18 of the Health & Safety at Work etc Act 1974:

Health & Safety at Work, Environmental Health & Trading Standards,  
Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford,  
MK42 9AP

Email: [EHAdmin@bedford.gov.uk](mailto:EHAdmin@bedford.gov.uk)

### 4. The Local Authority by which statutory functions are exercisable in relation to minimising or preventing the risk of pollution of the environment or of harm to human health:

Environmental Health & Trading Standards, Bedford Borough Council,  
Borough Hall, Cauldwell Street, Bedford, MK42 9AP

Email: [EHAdmin@bedford.gov.uk](mailto:EHAdmin@bedford.gov.uk)

**5. The Local Planning Authority within the meaning of Town & Country Planning Act 1990:**

Planning Services, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

Tel: 01234 221725

Email: [PL-Enforcement@bedford.gov.uk](mailto:PL-Enforcement@bedford.gov.uk)

**6. Children's Services Policy Officer for the purposes of section 13 of the Licensing Act:**

Children's Services, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

Tel: 01234 276535

Email: [childrensservices@bedford.gov.uk](mailto:childrensservices@bedford.gov.uk)

**7. Weights and Measure Authority (within the meaning of section 69 of the Weights and Measures Act 1985(a))**

Environmental Health & Trading Standards, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

Email: [EHAdmin@bedford.gov.uk](mailto:EHAdmin@bedford.gov.uk)

**8. Public Health Department**

Borough Hall, Cauldwell Street, Bedford, MK42 9AP

Tel: 01234 276874

Email: [Publichealthenquiry@centralbedfordshire.gov.uk](mailto:Publichealthenquiry@centralbedfordshire.gov.uk)

**For premises run by a Council only:**

Health and Safety Executive, Southern Division, Woodlands, Manton Lane, Bedford MK41 7LW

Tel: 01234 220550

**9. Immigration Enforcement, acting on behalf of the Secretary of State**

Alcohol Licensing Team  
Lunar House, 40 Wellesley Road, Croydon, CR9 2BY

Email: [Alcohol@homeoffice.gov.uk](mailto:Alcohol@homeoffice.gov.uk)

## **Application for a club premises certificate**

### **When to use the form**

This guidance relates to the application for a club premises certificate to authorise the sale and supply of alcohol and the provision of regulated entertainment. The Licensing Act 2003 ("the Act") recognises that volunteer and 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 cricket or rugby 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 preserves aspects of earlier alcohol licensing law which applied to 'registered members clubs' and affords clubs special treatment outside the normal premises licence arrangements.

Further information on the criteria for a qualifying club is available on the Home Office website or will be available on request from your licensing authority. Please note that other types of club which are proprietary clubs (eg members clubs run for private profit such as some nightclubs) should obtain a premises licence. A similar form and guidance is available for those applying for a premises licence.

Applications for club premises certificates must be made to the licensing authority within whose area the club is situated. As well as a form to apply for a club premises certificate, you will also need to complete a club declaration form (see end of this guidance). Application forms can be found on the GOV.UK or Home Office websites, or on request from your licensing authority, and may also be available on your local authority's website.

<b>Will the licensing authority check that a club's rules meet the criteria for being a qualifying club?</b>
The regulations require that clubs submit a 'club declaration' form and a copy of the club rules with the application. The licensing authority will determine whether the club rules meet the conditions of the Act for qualifying clubs in relation to qualifying club activities. The club secretary must give the licensing authority notice of any change in the name of the club or alteration of the rules (even when the club has made an application for a club premises certificate which has not yet been determined.) A licensing authority may reject an application for a club premises certificate if it appears that the club does not satisfy the conditions for being a qualifying club in relation to the activities on the certificate.
<b>Can I give temporary event notices for a club premises, without it affecting its qualifying club status?</b>
It is the Home Office's view that, the maximum of 12 temporary event notices per year could be given for a club premises without it affecting its qualifying club status. This would reflect current circumstances whereby a club can obtain 12 occasional permissions per year without it affecting its status as a club. A temporary event notice must be given by an individual, rather than the club itself.

### **NEED MORE HELP?**

This Guidance is intended to help clubs complete the application form. Further information about the Licensing Act 2003 and other sources of help can be found on the Home Office website [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk). Your local licensing authority (in most cases your local authority) should be able to help you with any queries or give advice on how to complete the application. You may also wish to consider other sources of advice such as the relevant club association or by engaging professional assistance, such as legal advice.

### **Club Declaration Form**

A 'Club declaration form' should accompany your application for a club premises certificate. Club declaration forms can be obtained on request from your licensing authority, or from the Home Office website. This form is a declaration that your club meets qualifying club status and must accompany your application for a club premises certificate. 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. Registered societies under the Industrial and Provident Societies Act 1965 or the Friendly Societies Act 1974 and registered friendly societies under the Friendly Societies Act 1992 should complete the questions in section 1. Miners' welfare institutes should complete the questions in section 2 and applicants for clubs not falling into these categories should complete the questions in section 3. It is an offence to make a false statement, 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 club premises certificate - e.g. 'Smith Social Club'.

### **PART 1: Club premises details**

This section asks for the address and some other details of the club premises. If the club premises has no postal address, you should describe the location of the premises or give the Ordnance Survey map reference.

This section also asks for the name, address and some other details of the person performing duties of a secretary to the club.

The section also asks for the non-domestic rateable value (NDRV) of the premises. This is not the same as the actual business rates which you pay, but is a value determined by the Valuation Office, which helps determine business rates. The NDRV, rather than your business rates bill, will determine the fee level to be paid with the certificate application and the annual fee. The NDRV of any premises can be checked on the Valuation Office Agency (VOA) website [www.2010.voa.gov.uk](http://www.2010.voa.gov.uk). NDRV is revalued every 5 years. A new valuation came into force on 1 April 2010. Club premises that do not have a non-domestic rateable value are treated as falling into Band A for licensing fee purposes.

See guidance on FEES for more information:

<http://www.homeoffice.gov.uk/publications/alcohol-drugs/alcohol/alcohol-licensing/fee-levels>.

A club premises must be occupied and habitually used by a club in order to obtain a club premises certificate.

### **Part 2 - Club Operating Schedule**

You should state the date you would like the certificate to start. As the certificate cannot be given effect until the second appointed day - that is the earliest date you can request. A club premises certificate will last indefinitely, unless otherwise stated in the box provided.

#### **General description of the club premises**

You are asked to describe the club premises. For example the type of premises, its general situation and layout and any other information that would be relevant to the licensing objectives. You should also describe any areas that you intend to provide for people to consume alcohol that you supply such as outside areas e.g. beer gardens.

#### **5,000 or more people attending**

It is not necessary to complete this box if you think that less than 5,000 people will attend the club premises at any one time. 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. It is important to note that the attendance figure relates to the 'licensed club premises' (i.e. the licensed area of the club identified in the plan) and not areas that are outside the 'licensed club premises'. 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.

**Do premises with club premises certificates have to pay the additional fee for large events?**

Under the Licensing Act 2003 (Fees) Regulations 2005; the additional fee for large events does not apply to licensable activities being conducted under a Club Premises Certificate. However, to allow proper scrutiny of the application, it is still necessary to complete this section if 5,000 people or more will attend the premises at one time. It is an offence to make a false declaration in the application, which could lead to a £5,000, fine.

**Should we include our beer garden on our club premises certificate?**

That is for you to decide. In doing so, you will want to consider whether you might want to use the garden at some point in the future to supply alcohol - perhaps an outdoor bar at a barbeque or possibly through waited drinks service. Also, if you do not include the garden as part of the licensed 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 is being provided for consumption of off-supplies, you must include a description of where the place is and its proximity to the premises.

**Qualifying club activities**

You should indicate what licensable activities you wish to carry on by ticking the appropriate boxes. In 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 licensable activities under the Act. After this, you should complete the corresponding boxes from A to L that relate to those activities. Only complete the boxes that relate to the activities you have ticked.

You should give timings using the 24-hour clock and only give details for days of the week when you intend the premises to be used for the licensable activities in question. The space marked 'state any seasonal variations', gives you the opportunity to include any, for example, longer hours or additional days during the summer. The space marked 'non standard timings', gives you the opportunity to record occasions when the timings will change. For example, you may wish the activity to go on longer on Christmas Eve or weekends preceding bank holidays.

**Do clubs have to be licensed to supply hot food and drink after 11pm?**

No. The supply of hot food and drink to members of recognised clubs and their guests is exempt from the licensing requirements.

**Under 'non standard timings' can I say that I will open late to cover Rugby World Cups, Australian Rules Football, or sporting events overseas that are broadcast late at night or early morning in the UK?**

You can include whatever licensable activities you like, but should think about how these might be viewed by responsible authorities or interested parties. It might be worth talking to your licensing authority and the relevant responsible authorities first to see what conditions, if any, you might offer to reassure any concerns.

**If a club puts on entertainment exclusively for its guests, and does not charge, would this be classified as a private event that does not need licensing?**

No, this would require a licence. The definition of regulated entertainment in the Act includes entertainment that is provided for members of a club that is a qualifying club in relation to the provision of regulated entertainment.

Except in box C (indoor sport) you are asked to indicate whether the activity is taking place indoors, outdoors or both. Indoors may include a tent.

In the space marked 'Please give further details here', please state 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.

## **BOXES A - H (Provision of regulated entertainment)**

*You should refer to section 1 of and Schedule 1 to the Act or contact your local licensing authority for full details of the definition of regulated entertainment.*

### **BOX 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.

### **BOX 8: 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 consists or forms part of an exhibit put on show for any purposes of a museum or art gallery. The use of television or radio receivers is not licensable, except for the showing of pre-recorded programmes.

### **BOX C: Indoor sporting event**

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 roofed structure and could be a vehicle, vessel or moveable structure.

A venue with a roof that opens and closes is regarded under the Act as being an outdoor event and sporting activities in such venues are not licensable under the Act. But note that other activities at such venues (such as the supply of alcohol or live music) are licensable.

### **BOX D: Boxing or wrestling entertainment**

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

### **BOX E: Live music**

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

### **BOX F: Recorded music**

Your certificate does not have to cover the playing of recorded music if it is incidental to some other activity which is not itself regulated entertainment, as this would be exempt. If you have a jukebox or a disc jockey at your club premises you need to consider whether, in your particular case, this is incidental music or whether it is a licensable activity. If in doubt, discuss this with your licensing authority.

### **BOX 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

**BOX H: Entertainment of a similar description to that falling within (e) live music, (f) recorded music or (g) performance of dance**

### **BOX 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'.

### **BOX J: Hours club premises are open to member and guests**

While this may include times where no licensable activities take place, it is important for responsible authorities, interested parties and the licensing authority to know how long your premises is open in addition to the times where licensable activities will take place. For

example, it might be necessary and proportionate to ensure that licensable activities finish in good time before the club premises closes to allow orderly departure.

#### **BOX K**

This asks you to give information about anything to occur at the club premises or ancillary to the use of the club 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 give details here of AWP machines. You do not 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.

#### **L - Steps to promote the licensing objectives**

You are asked to describe the steps you intend to take to promote the four licensing objectives.

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

Don't forget that you should already be abiding by relevant legislation in other areas. Your starting point should be compliance with these requirements. If you feel there is nothing more you need to do, then it is probably better 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. Of course, if a responsible authority for one of the licensing objectives considers that you need to do more they will be able to make representations. If you have concerns, you may find it useful to talk to the relevant responsible authority before completing the form. Further information on responsible authorities is available from the Home Office website [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or from your local authority licensing officer or website.

If you do intend to take additional measures, you should consider carefully what to include. Anything you put down here is likely to become a condition of your certificate. Failure to meet those conditions constitutes an offence under the Act. You should therefore think carefully about adding conditions to ensure that they are achievable, realistic, appropriate, 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.

In the 'General Box', list the steps you will take to promote all four licensing objectives together, 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 club premises, the club declaration form and a copy of the club's rules.

#### **Plans**

The plan for the club premises should be included with the application, and copied to the responsible authorities as part of the application. The plan of the premises needs to meet the requirements set out in the Act and the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005, SI 2005/42 to show the following:

- (a) 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;
- (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) in a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity;
- (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 exits or escape routes without impediment;
- (f) in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
- (g) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- (h) in a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- (i) the location and type of any fire safety and any other safety equipment, including if applicable, marine safety equipment; and
- (j) the location of a kitchen, if any, on the premises.

Unless you have previously agreed with the relevant licensing authority in writing that an alternative scale plan is acceptable to it, the plan should be drawn in standard scale, where 1 millimetre represents 100 millimetres. The plan may include a key of symbols to illustrate the above on the plan, but there is no requirement to do so.

<b>Do I have to have plans professionally drawn?</b>
There is no requirement to have plans professionally drawn. What is important is that they are accurate and meet the requirements referred to above.
<b>Do I need to show a consumption area, such as a garden, on the plan?</b>
There is no requirement to show on the plan any areas that are not part of the club 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 club premises that you are required to give at the beginning of Part 3 of the application form.

### Responsible Authorities

You are required to give a copy of the application, including the accompanying documentation to the "responsible authorities" on the same day as the application is given to the relevant licensing authority. Responsible authorities are the public bodies that are entitled to 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 the following, for the area in which the premises are situated:

- The chief officer of police
- The fire and rescue authority
- The Primary Care Trust (or Local Health Board in Wales)
- The health and safety authority
- The local planning authority
- The environmental health authority
- The body recognised as being responsible for protection of children from harm
- Inspectors of Weights and Measures (trading standards officers)

With regard to a vessel, this list also includes the relevant navigation authority, the Environment Agency, British Waterways Board or the Secretary of State

For details of the responsible authorities in your area, contact your local licensing team. Details may also be available on your local authority's website.

### Advertising

Applications must be advertised as set out in the Act and the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005. This includes displaying a sign at or outside the club premises and an advertisement in a locally circulating newspaper. For more advice, speak to your licensing officer at your local authority.

**DO NOT FORGET TO ENCLOSE THE CORRECT FEE**

Details on fees can be found on the Home Office website:  
<http://www.homeoffice.gov.uk/publications/alcohol/drugs/alcohol/alcohollicensing/fee-levels>.

**Part 3 - Signatures**

The application form must be signed on behalf of the club. A club's agent (for example a solicitor) may sign the form on their behalf provided that they have actual authority to do so.

## SUGGESTED FORM OF PUBLIC NOTICE

### For applications made under the Licensing Act 2003 sections 17, 29, 34, 71 and 84

All applications for grant or variation of a premises licence and club premises certificate and for a provisional statement, applicants are required to place a site notice and publish notice of the application in a local newspaper.

TAKE NOTE that an application for:

Has been made to Bedford Borough Council by:

In respect of premises known as (state name and address of premises):

In the case of applications for a Premises Licence and Club Premises Certificate provide a statement of the relevant licensable activities or qualifying club activities which are proposed to be carried on or from the premises:

In the case of variations for a Premises Licence or a Club Premises Certificate describe briefly the proposed variation:

### REPRESENTATIONS

ANY PERSON wishing to make any representation to the application should write to the Licensing Authority, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP specifying the grounds for making representations.

Interested parties or responsible authorities may make written representations these should be sent to the Licensing Authority within 28 days starting on the day after the day on which the application was given to the council.

Date of application submitted to the Council:

Signed by applicant or by agent on behalf of applicant:

Date of site notice placed:

Expiry date of site notice:

Applications can be viewed during office hours at the Council or via the council's website on [www.bedford.gov.uk/licencing](http://www.bedford.gov.uk/licencing)

- Note:
- (1) Notice must be published in a local newspaper
  - (2) The date of notice must be published on at least one occasion during a period of 10 working days starting on the day after the day on which the application is submitted to the Council.
  - (3)
    - a) The notice must be of a size equal or larger than A4
    - b) Of a pale blue colour
    - c) Printed legibly in black or typed in black font of a size equal to or larger than 16
  - (4) It is an offence to knowingly or recklessly make a false statement in connection with the above application. The maximum fine is liable on summary conviction.