

# Ipswich Borough Council

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

**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING APPLICATION**

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

.....club applies for a club premises certificate under  
*(Insert name of club)*

**section 84 of the Licensing Act 2003 for the premises named in Part 1 below**

**Club premises certificate number**

**Part 1 – Club premises details**

Name of Club	
Postal address of premises or, if none, ordnance survey map reference or description	
Post Town	Postcode
Telephone Number (if any)	
E-mail address (optional)	

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

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## Part 2 – Applicant details

Daytime contact telephone number (if any)

**E-mail address  
(optional)**

**Current postal address  
if different from  
premises address**

**Post Town**

**Post Code**

## Part 3 – Variation

Please tick ✓ if Yes

Do you want the proposed variation to have effect as soon as possible?

Day      Month      Year

If not do you want the variation to take effect from

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If the club's proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

**Please describe briefly the nature of the proposed variation** (Please see guidance note 1)

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## Part 4 – Club Operating Schedule

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

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

Please tick ✓ if Yes

### Provision of regulated entertainment:

- |   |                          |
|---|--------------------------|
| (a) plays (if ticking yes, fill in box A)   | <input type="checkbox"/> |
| (b) films (if ticking yes, fill in box B)   | <input type="checkbox"/> |
| (c) Indoor sporting events (if ticking yes, fill in box C)  | <input type="checkbox"/> |
| (d) Boxing or wrestling entertainments (if ticking yes, fill in box D)  | <input type="checkbox"/> |
| (e) live music (if ticking yes, fill in box E)  | <input type="checkbox"/> |
| (f) recorded music (if ticking yes, fill in box F)  | <input type="checkbox"/> |
| (g) performance of dance (if ticking yes, fill in box G)  | <input type="checkbox"/> |
| (h) anything of a similar description to that falling within (e), (f) or (g)<br>(if ticking yes, fill in box H) | <input type="checkbox"/> |

### Provision of entertainment facilities for:

- |   |                          |
|---|--------------------------|
| (i) making music (if ticking yes, fill in box I)  | <input type="checkbox"/> |
| (j) dancing (if ticking yes, fill in box J)   | <input type="checkbox"/> |
| (k) entertainment of a similar description to that falling within (i) or (j)<br>(if ticking yes, fill in box K) | <input type="checkbox"/> |

**The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club** (if ticking yes, fill in Box L)

**The sale by retail of alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place** (if ticking yes, fill in Box L)

**In all cases complete boxes M, N and O**

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A

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of a play take place indoors or outdoors or both – please tick if Yes</b> (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			<b>Please give further details here</b> (please read guidance note 3)		
Tue			<b>State any season variations for performing plays</b> (please read guidance note 4)		
Wed			<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 5)		
Thur					
Fri					
Sat					
Sun					

B

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

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C

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

D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick if Yes</b> (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Both		<b>Please give further details here</b> (please read guidance note 3)
Tue					
Wed					<b>State any season variations for boxing and wrestling entertainment</b> (please read guidance note 4)
Thur					
Fri					<b>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</b> (please read guidance note 5)
Sat					
Sun					

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E

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick if Yes</u></b> (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)	Both		
Tue						
Wed				<b><u>State any season variations for the performance of live music</u></b> (please read guidance note 4)		
Thur						
Fri				<b><u>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</u></b> (please read guidance note 5)		
Sat						
Sun						

F

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick if Yes</u></b> (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)	Both		
Tue						
Wed				<b><u>State any season variations for playing recorded music</u></b> (please read guidance note 4)		
Thur						
Fri				<b><u>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</u></b> (please read guidance note 5)		
Sat						
Sun						

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## G

<b>Performance of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick if Yes</u></b> (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)	Both		
Tue						
Wed				<b><u>State any season variations for the performance of dance</u></b> (please read guidance note 4)		
Thur						
Fri				<b><u>Non standard timings. Where the club intends to use the premises for the performance of dance at different times from those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat						
Sun						

## H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the type of entertainment that the club will be providing</u></b>			
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick if Yes</u></b> (please read guidance note 2)	Indoor		
Mon				<b><u>Please give further details here</u></b> (please read guidance note 3)	Outdoor	
Tue			Both			
Wed			<b><u>State any seasonal variations for entertainment</u></b> (please read guidance note 4)			
Thur						
Fri			<b><u>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</u></b> (please read guidance note 5)			
Sat						
Sun						

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I

Provision of facilities for making music Standard days and timings (please read guidance note 6)			Please give a description of the type of facilities for making music that the club will be providing			
Day	Start	Finish	Will the facilities for making music be indoors or outdoors or both – please tick if Yes (please read guidance note 2)	Indoor		
Mon					Outdoor	
					Both	
Tue			Please give further details here (please read guidance note 3)			
Wed						
Thur			State any seasonal variations for the provision of facilities for making music (please read guidance note 4)			
Fri						
Sat			Non standard timings. Where the club intends to use the premises for the provision of facilities for making music at different times from those listed in the column on the left, please list (please read guidance note 5)			
Sun						

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Please give a description of the type of facilities for dancing that the club will be providing			
Day	Start	Finish	Will the facilities for dancing be indoors or outdoors or both – please tick if Yes (please read guidance note 2)	Indoor		
Mon					Outdoor	
					Both	
Tue			Please give further details here (please read guidance note 3)			
Wed						
Thur			State any seasonal variations for the provision of dancing facilities (please read guidance note 4)			
Fri						
Sat			Non standard timings. Where the club intends to use the premises for the provision of dancing facilities at different times from those listed in the column on the left, please list (please read guidance note 5)			
Sun						

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K

<b>Provision of facilities for entertainment of a similar description to that falling within (i) or (j)</b> Standard days and timings (please read guidance note 6)			<b><u>Please give a description of the type of entertainment facility the club will be providing</u></b>			
Day	Start	Finish	<b><u>Will the entertainment facility be indoors or outdoors or both – please tick if Yes</u></b> (please read guidance note 2)	Indoor		
Mon					Outdoor	
					Both	
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)			
Wed						
Thur			<b><u>State any seasonal variations for the provision of this entertainment facility</u></b> (please read guidance note 4)			
Fri						
Sat			<b><u>Non standard timings. Where the club intends to use the premises for the provision of this entertainment facility at different times from those listed in the column on the left, please list</u></b> (please read guidance note 5)			
Sun						

L

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b><u>Will the supply of alcohol be for consumption – please tick if Yes</u></b> (please read guidance note 7)			
Day	Start	Finish		On premises		
Mon					Off premises	
					Both	
Tue			<b><u>State any seasonal variations</u></b> (please read guidance note 3)			
Wed						
Thur			<b><u>Non standard timings. Where the club intends to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list</u></b> (please read guidance note 5)			
Fri						
Sat						
Sun						

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## M

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

## N

<p><b>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</b> (please read guidance note 8)</p>
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O

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

Please tick ✓ if Yes

I have enclosed the club premises certificate

I have enclosed the relevant part of the club premises certificate

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

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

P

**Describe the steps you intend to take to promote the four licensing objectives:**

**(a) General – all four licensing objectives (b, c, d, e)** (please read guidance note 9)

**(b) The prevention of crime and disorder**

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**(c) Public safety**

**(d) The prevention of public nuisance**

**(e) the protection of children from harm**

- I have made or enclosed payment of the fee
- I have sent copies of this application and plan to the responsible authorities
- I understand that I must now advertise my application
- I have enclosed the club premises certificate or relevant part of it or explanation
- I understand that if I do not comply with the above requirements my application will be rejected

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

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

**I (insert full name)..... make this application on behalf of the club and have authority to bind the club**

Signature: .....

Date: .....

Capacity: .....

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<b>Address for correspondence associated with this application</b> (please read guidance note 11)	
Post town	Post code
Telephone No (if any):	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	

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## 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. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
1. 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.
2. For example (but not exclusively) where the activity will occur on additional days during the summer months.
3. For example (but not exclusively), where you wish the activity to go on longer on a particular day eg Christmas Eve.
4. Please give timings in 24 hour clock (eg 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
5. If the club wishes members and their guests to be able to consume alcohol on the premises please tick on, if the club wishes people to be able to purchase alcohol to consume away from the premises please tick off. If the club wishes people to be able to do both please tick both.
6. 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 (not but exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.
7. Please list here steps you will take to promote all four licensing objectives together.
8. The application form must be signed.
9. This is the address which we will use to correspond with the club about this application.