



Qualifying Clubs

Clubs such as the Royal British Legion, Miners' Welfare, Working Mens, Political Clubs, 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 grant of a Club Premises Certificate means that a club is entitled to certain benefits, which include the authority to supply alcohol to its members and to sell it to guests without the need for any member or employee to hold a Personal Licence, and the absence of the requirement to specify a designated premises supervisor. A number of general conditions must be met. These are:-

- that under the rules of the club, persons may not be admitted to membership, or be admitted as candidates for membership, to any of the privileges of membership without an interval of at least two days between their nomination for membership and their admission;
- that under the rules of the club, those becoming members, without prior nomination or application, may not be admitted to the privileges of membership without any interval of at least two days between their becoming members and their admission;
- that the club is established and conducted in good faith as a club;
- that the club has at least twenty-five members;
- that alcohol is not supplied to members on the premises otherwise than by or on behalf of the club.

What are the Licensable Activities?

- sale of alcohol by retail;
- supply of alcohol by or on behalf of a club to, or the order of, a member of a club;
- supply of hot food and/or drink between 11.00 p.m. and 5.00 a.m.;

What is Regulated Entertainment?

- performance of a play;
- an exhibition of a film;
- an indoor sporting event;
- boxing or wrestling;
- a performance of live music;
- any playing of recorded music;
- a performance of dance;
- or entertainment of a similar description to live music, recorded music or dance.

How do I apply for a Club Premises Certificate?

An application for a Club Premises Certificate must be made to the relevant Licensing Authority, that is the Authority within whose area the premises, or the major part of the premises, is situated. To apply for a Club Premises Certificate, the following will need to be supplied to the Council:-

- A completed application form.
- An operating schedule.
- A plan of the premises in the prescribed form.
- The application fee
- Supply a copy of Club rules

What is an operating schedule?

The operating schedule is a document through which the applicant sets out details how he proposes to operate the licensable activities within the four licensable objectives.

The licensing objectives are:

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

The significance of the operating schedule is that if the application for the Premises Licence is granted, it will be incorporated into the licence itself and will set out the permitted activities and the limitations on them.

Whilst carrying out its Licensing function Chesterfield Borough Council will have regard to its Statement of Licensing Policy.

How long does a Club Premises Certificate last?

A Club Premises Certificate has no time limit and will continue to have effect unless it is withdrawn by the Council following an application for the review of the Certificate, if the club ceases to be a qualifying club or it lapses on surrender by the club.

Could a club still apply for a Premises Licence instead of a Club Premises Certificate?

Yes, if a club prefers, they could apply for a Premises Licence instead of a Club Premises Certificate. It is for the club to determine whether the activities it wishes to undertake would be best served by a Premises Licence. In some circumstances, a qualifying club may decide that it wishes to have both types of authorisation.

Applying for a Club Premises Certificate

1. You will need to complete an Application Form which is available from the Council at the Town Hall.
2. The Application Form will include an Operating Schedule which you will need to complete.
3. You will need to submit a plan of the premises with written or electronic application forms. The plan is not required to be submitted in any particular scale but they must be in a format, which is clear and legible, in all material respects.

The plan shall show:

- 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 are used for more than one existing licensable activity, the area within the premises used for each activity*;
- e) in a case where an existing licensable activity relates to the supply of alcohol, the location or locations on the premises which is or are used for consumption of alcohol*;
- f) 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;
- g) in a case where the premises include a stage or raised area, the location and height of each stage or area relative to the floor;
- h) in a case where the premises include any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- i) in a case where the premises include any room or rooms containing public conveniences, the location of the room or rooms;
- j) the location and type of any fire safety and any other safety equipment; and
- k) the location of a kitchen, if any, on the premises.

The plan may include a legend through which the matters mentioned or referred to in paragraph 3 are sufficiently illustrated by the use of symbols on the plan.

* To maintain consistency, could applicants please use the following colour code when identifying licensable areas on their plan and include a legend to that effect.

Red - Sale of alcohol

Purple – Consumption of alcohol

Green - Regulated entertainment (if different from above)

Blue - Late night refreshment (if different from above)

Brown - Cinema and Theatre

4. You will need to submit a fee with your application. Payment can be made by cash or cheques only. If payment is made by cheque then the cheque must be made payable to Chesterfield Borough Council. Fees are based on the non-domestic rateable value of the premises.

Your completed Application Form, plan and fee must be submitted to the Council at:

**Licensing Section,
Environment Services,
Customer Service Centre
85 New Square
Chesterfield S40 1AH**

You must also give a copy of the Application Form and the accompanying documents to all the Responsible Authorities on the same day that the Application Form is given to the Council. The names and addresses of the Responsible Authorities are available in the separate attachment.

You will need to advertise the application in the local press and display a notice at or on the premises.

The advertising requirements are as follows:

You must advertise by displaying a notice 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 Licensing Authority. (The notices are on blue paper and are provided by the Licensing Section please contact 01246 345230).

The notice must be prominently displayed at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises. A premises covering an area of more than 50 metres square, a further notice must be displayed at every 50 metres along the external perimeter of the premises abutting any highway.

An advert must be displayed in a local newspaper circulating in the vicinity of the premises on at least one occasion during the period of 10 working days starting on the day after the application was submitted to the Council and Responsible Authorities. Both the notice and the advert must state the following:

- Licensable activities which are to be held on the premise
- The name of the applicant
- The postal address of the premises
- The date by which an interested party or responsible authority may make representations to the Council;

If there is a relevant representation to your application for a Club Premises Certificate then, unless all parties agree otherwise, the application will have to be heard by the Council's Licensing Committee. The Licensing Committee will determine whether your application is acceptable, or if necessary amend or impose conditions on your activities or refuse your application. You have the right to appeal against any decision the Licensing Committee makes to North East Derbyshire and Dales Magistrates' Court, Tapton Lane, Chesterfield S41 7TW. If no relevant representations are made your licence will be granted.

9. Annual Charges

If you are granted a Club Premises Certificate then there will be an annual fee payable to the Council.

10. Making variations

If you wish to change your Club Premises Certificate at a future date this can be done by applying to the Council to vary your licence.

11. Incomplete Applications

It will be the applicant's responsibility to ensure that applications are completed correctly. Any incomplete applications will not be accepted by the Council and will be returned to the applicant. If an applicant is in any doubt about completing an application form he or she should seek independent advice on the matter.

Licensing Address	Telephone number
Licensing Environment Services Customer Service Centre 85 New Square Chesterfield S40 1AH	01246 345230 Fax: 01246 345235
Opening Times	Web Address
Monday - am: 10.00am - 12.00pm - pm: 13.00pm - 16.00pm Tuesday - am: CLOSED - pm: 13.00pm - 16.00pm Wednesday - am: 10.00am - 12.00pm - pm: 13.00pm - 16.00pm Thursday - am: CLOSED - pm: 13.00pm - 16.00pm Friday - am: 10.00am - 12.00pm - pm: 13.00pm - 15.30pm	www.chesterfield.gov.uk