|  |  |
| --- | --- |
|  | WANDSWORTH COUNCIL Regulatory Services Partnership  Environment & Regeneration  Merton Civic Centre  100 London Road  Surrey, SM4 5DX |



APPLICATION FOR A CLUB PREMISES CERTIFICATE TO BE GRANTED

UNDER THE LICENSING ACT 2003

**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THE 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) |

**applies for a club premises certificate under section 71 to the Licensing Act 2003 for the premises described in Part 1 below (the club premises).**

**The club is making this application to you as the relevant licensing authority in accordance with section 68 of the Licensing Act 2003.**

**Part 1 – Club Premises Details**

|  |  |
| --- | --- |
| **Name of club** | |
| Postal address of premises or, if none, ordnance survey map reference or description | |
| **Post Town** | **Post Code** |
| **Telephone number of premises** (if any) | **Mobile number** (optional) |
| **E-mail address** (optional) | **Fax number** (optional) |

|  |  |
| --- | --- |
| **Name of person performing duties of a secretary to the club** | |
| **Address of person performing duties of a secretary to the club** | |
| **Post Town** | **Post Code** |
| **Contact telephone number** (if any) | **Mobile number** (optional |
| **E-mail address** (optional) | **Fax number** (optional) |

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

Are the club premises occupied and habitually used by the club? Yes  No

**Part 2 – Club Operating Schedule**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Day | | | Month | | Year | | | |
| When do you want the club premises certificate to start? |  |  |  | |  |  |  |  |  |

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

|  |
| --- |
| **General description of club** (please read guidance note 1) |

|  |  |
| --- | --- |
| **If 5000 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 X

### Provision of regulated entertainment

a) Plays (if ticking yes, fill in box A)

b) Films (if ticking yes, fill in box B)

c) Indoor sporting events (if ticking yes, fill in box C)

d) Boxing or wrestling entertainment (if ticking yes, fill in box D)

1. Live music (if ticking yes, fill in box E)
2. Recorded music (if ticking yes, fill in box F)
3. Performances of dance (if ticking yes, fill in box G)
4. Anything of a similar description to that falling within e), f), or g)

(if ticking yes, fill in box H)

**The supply of alcohol by or on behalf of a club to, or to the order of,**

**a member of the club** (if ticking yes, fill in box I)

**The sale by retail of alcohol by or on behalf of a club to a guest of a member**

**of the club for** **consumption on the premises where the sale takes place**

(if ticking yes, fill in box I)

#### In all cases please complete boxes J and K

###### A

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Plays**  Standard days and timings  (Please read guidance note 6) | | | **Will the performance of a play take place indoors or outdoors or both** – please X (please read guidance note 2) | Indoors |
| Outdoors |
| Both |
| Day | Start | Finish | **Please give further details here** (please read guidance note 3) | |
| Mon |  |  |
|  |  |
| Tue |  |  |
|  |  |
| Wed |  |  | **State any seasonal variations for performing plays** (please read guidance note 4) | |
|  |  |
| Thur |  |  |
|  |  |
| Fri |  |  | **Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list** (please read guidance note 5) | |
|  |  |
| Sat |  |  |
|  |  |
| Sun |  |  |
|  |  |

###### B

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Films**  Standard days and timings  (Please read guidance note 6) | | | **Will the exhibition of films take place indoors or outdoors or both** – please X (please read guidance note 2) | Indoors |
| Outdoors |
| Both |
| Day | Start | Finish | **Please give further details here** (please read guidance note 3) | |
| Mon |  |  |
|  |  |
| Tue |  |  |
|  |  |
| Wed |  |  | **State any seasonal variations for exhibition of films** (please read guidance note 4) | |
|  |  |
| Thur |  |  |
|  |  |
| Fri |  |  | **Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list** (please read guidance note 5) | |
|  |  |
| Sat |  |  |
|  |  |
| Sun |  |  |
|  |  |

###### C

|  |  |  |  |
| --- | --- | --- | --- |
| Indoor sports events Standard days and timings  (please read guidance note 6) | | | **Please give further details here** (please read guidance note 3) |
| Day | Start | Finish |
| Mon |  |  |
|  |  |
| Tue |  |  | State any seasonal variations for indoor sporting events (please read guidance note 4) |
|  |  |
| Wed |  |  |
|  |  |
| Thur |  |  | Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5) |
|  |  |
| Fri |  |  |
|  |  |
| Sat |  |  |
|  |  |
| Sun |  |  |
|  |  |

###### D

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Boxing or wrestling entertainment**  Standard days and timings  (Please read guidance note 6) | | | **Will the boxing or wrestling entertainment take place indoors or outdoors or both** – please X (please read guidance note 2) | Indoors |
| Outdoors |
| Both |
| Day | Start | Finish | **Please give further details here** (please read guidance note 3) | |
| Mon |  |  |
|  |  |
| Tue |  |  |
|  |  |
| Wed |  |  | **State any seasonal variations for boxing or wrestling entertainment** (please read guidance note 4) | |
|  |  |
| Thur |  |  |
|  |  |
| Fri |  |  | **Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list** (please read guidance note 5) | |
|  |  |
| Sat |  |  |
|  |  |
| Sun |  |  |
|  |  |

###### E

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Live Music**  Standard days and timings  (Please read guidance note 6) | | | **Will the performance of live music take place indoors or outdoors or both** – please X (please read guidance note 2) | Indoors |
| Outdoors |
| Both |
| Day | Start | Finish | **Please give further details here** (please read guidance note 3) | |
| Mon |  |  |
|  |  |
| Tue |  |  |
|  |  |
| Wed |  |  | **State any seasonal variations for performance of live music** (please read guidance note 4) | |
|  |  |
| Thur |  |  |
|  |  |
| Fri |  |  | **Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list** (please read guidance note 5) | |
|  |  |
| Sat |  |  |
|  |  |
| Sun |  |  |
|  |  |

###### F

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Recorded Music**  Standard days and timings  (Please read guidance note 6) | | | **Will the playing of recorded music take place indoors or outdoors or both** – please X (please read guidance note 2) | Indoors |
| Outdoors |
| Both |
| Day | Start | Finish | **Please give further details here** (please read guidance note 3) | |
| Mon |  |  |
|  |  |
| Tue |  |  |
|  |  |
| Wed |  |  | **State any seasonal variations for playing recorded music** (please read guidance note 4) | |
|  |  |
| Thur |  |  |
|  |  |
| Fri |  |  | **Non standard timings. Where you intend to use the premises for playing of recorded music entertainment at different times to those listed in the column on the left, please list** (please read guidance note 5) | |
|  |  |
| Sat |  |  |
|  |  |
| Sun |  |  |
|  |  |

**G**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance of dance**  Standard days and timings  (Please read guidance note 6) | | | **Will the performance of dance take place indoors or outdoors or both** – please X (please read guidance note 2) | Indoors |
| Outdoors |
| Both |
| Day | Start | Finish | **Please give further details here** (please read guidance note 3) | |
| Mon |  |  |
|  |  |
| Tue |  |  |
|  |  |
| Wed |  |  | **State any seasonal variations for the performance of dance** (please read guidance note 4) | |
|  |  |
| Thur |  |  |
|  |  |
| Fri |  |  | **Non standard timings. Where you intend to use the premises for performance of dance entertainment at different times to those listed in the column on the left, please list** (please read guidance note 5) | |
|  |  |
| Sat |  |  |
|  |  |
| Sun |  |  |
|  |  |

###### H

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Anything of a similar description to that falling within (e), (f) or (g)**  Standard days and timings (please read guidance note 6) | | | Please give description of the type of entertainment you will be providing | |
| Will this entertainment take place indoors or outdoors or both – please X (please read guidance note 2) | Indoors |
| Outdoors |
| Both |
| Day | Start | Finish | **Please give further details here** (please read guidance note 3) | |
| Mon |  |  |
|  |  |
| Tue |  |  |
|  |  |
| Wed |  |  | **State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)** (please read guidance note 4) | |
|  |  |
| Thur |  |  |
|  |  |
| Fri |  |  | **Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list** (please read guidance note 5) | |
|  |  |
| Sat |  |  |
|  |  |
| Sun |  |  |
|  |  |

###### I

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supply of alcohol**  Standard days and timings  (Please read guidance note 6) | | | **Will the supply of alcohol be for consumption** – please X (please read guidance note 7) | On the premises |
| Off the premises |
| Both |
| Day | Start | Finish | **State any seasonal variations** (please read guidance note 4) | |
| Mon |  |  |
|  |  |
| Tue |  |  |
|  |  |
| Wed |  |  | **Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list** (please read guidance note 5) | |
|  |  |
| Thu |  |  |
|  |  |
| Fri |  |  |
|  |  |
| Sat |  |  |
|  |  |
| Sun |  |  |
|  |  |

###### J

|  |  |  |  |
| --- | --- | --- | --- |
| Hours club premises are open to members and guests  Standard days and timings (please read guidance note 6) | | | **State any seasonal variation** (please read guidance note 4) |
| Day | Start | Finish |
| Mon |  |  |
|  |  |
| Tue |  |  |
|  |  |
| Wed |  |  | **Non standard timings. Where you intend to use the premises to be open to the public at different times to those listed in the column on the left, please list** (please read guidance note 5) |
|  |  |
| Thu |  |  |
|  |  |
| Fri |  |  |
|  |  |
| Sat |  |  |
|  |  |
| Sun |  |  |
|  |  |

###### K

|  |
| --- |
| **Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read guidance note 8) |

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

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

|  |
| --- |
|  |

1. **The prevention of crime and disorder**

|  |
| --- |
|  |

1. **Public safety**

|  |
| --- |
|  |

1. **The prevention of public nuisance**

|  |
| --- |
|  |

1. **The protection of children from harm**

|  |
| --- |
|  |

**Checklist**

Please X

* I have made or enclosed the correct fee
* I have enclosed the plan of the premises
* I have sent copies of this application and the plan to responsible authorities
* I have completed and enclosed the club declaration and enclose a copy of the club rules
* I understand that I must now advertise my application
* I understand that if I do not comply with the above requirements my application will be rejected

**IT IS AN OFFENCE, 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 3 – Signatures** (please read guidance note 10)

**I make this application on behalf of the club and have authority to bind the club**

Signature

Print Name

Date

Capacity

|  |  |  |  |
| --- | --- | --- | --- |
| **Postal address for correspondence associated with this application** (please read guidance note 11) | | | |
| **Post Town** | | **Post Code** | |
| **Daytime telephone number** | **Mobile number** (optional) | | **Email address** (optional) |

**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 is and proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. 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.
7. If the club wishes members and their guests people 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 you wish people to be able to do both please tick ‘both’.
8. Please give information about anything to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, for example (but not exclusively) nudity or semi nudity, films for restricted age groups, the presence of gambling machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. This is the address we shall use to correspond with you about this application.

|  |  |
| --- | --- |
|  | WANDSWORTH COUNCIL Regulatory Services Partnership  Environment & Regeneration  Merton Civic Centre  100 London Road Surrey, SM4 5DX |



DECLARATION FOR A CLUB PREMISES CERTIFICATE TO BE GRANTED

UNDER THE LICENSING ACT 2003

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

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

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

**Club Premises Details**

|  |  |
| --- | --- |
| **Name of club** | |
| Postal address of club or, if none, ordnance survey map reference or description | |
| **Post Town** | **Post Code** |
| **Telephone number of club** (if any) | **Mobile number** (optional |
| **E-mail address** (optional) | **Fax number** (optional) |

**Club declaration as to qualifying club status**

|  |
| --- |
| (Insert name of 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 X

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

|  |  |
| --- | --- |
| Please give relevant club rule number(s) |  |

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

control of the members or of a committee appointed by the members

|  |  |
| --- | --- |
| Please give relevant club rule number(s) if any |  |

1. **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 X

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 |  |

1. **Where the club to which this application relates does not fall into the categories in 1. Or 2. above, the club declares that it satisfies:**

Please X

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 clubs arrangements for restricting the clubs freedom of purchase of alcohol are

|  |  |
| --- | --- |
| a) contained in club rule number(s) |  |

b) or is as follows

|  |
| --- |
| *Please provide a short description* |

The clubs 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 is as follows

|  |
| --- |
| *Please provide a short description* |

The arrangements for giving members information about finances of the club are:

|  |  |
| --- | --- |
| a) contained in club rule number(s) |  |

b) or is as follows

|  |
| --- |
| *Please provide a short description* |

**Please describe details of the books of accounts 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 X

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) |  |

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

|  |  |
| --- | --- |
| Please give relevant club rule number(s) |  |

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, 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 3 – Signatures**

**I make this application on behalf of the club and have authority to bind the club**

Signature

Print Name

Date

Capacity

|  |  |
| --- | --- |
|  | WANDSWORTH COUNCIL Regulatory Services Partnership  Environment & Regeneration  Merton Civic Centre  100 London Road  Surrey, SM4 5DX |

**LICENSING ACT 2003**

GUIDANCE FOR COMPLETION OF CLUB PREMISES CERTIFICATE APPLICATION FORM

This guidance document is to aid the completion of an application form for the following types of application:

|  |  |
| --- | --- |
| * New application | * Variation application |

The application should be fully completed and be accompanied by the specified fee and appropriate documents. The Licensing Authority will accept forms taken from the Home Office web site or other licensing authorities.

**Specified** **Fee**

Fee levels under the Licensing Act 2003 have been set by Government Regulation. Every licensing authority is obliged to levy the fees set by the Regulations and have no discretion to vary them.

The fees are based on the non-domestic rateable value of your premises. This is defined as the value for your premises as entered in the non domestic rating list. Table 1 below shows the Band in which your rateable value will fall.

In the majority of cases the fee will be that shown in column 2 of Table 2 below. This gives the fee for each rateable value Band. For further information on your rateable value you should contact the Valuation Office Agency (website: <http://www.2010.voa.gov.uk/rli/>)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Table 1 : Rateable Values And Bands | |  | **Table 2 : Premises Licences And Club Premises Certificates** | |
| **Column 1** | **Column 2** |  | **Column 1** | **Column 2** |
| **RATEABLE VALUE** | **BAND** |  | BAND | **FEE** |
| No rateable value to £4,300 | A |  | A | **£100** |
| £4,301 to £33,000 | B |  | B | **£190** |
| £33,001 to £87,000 | C |  | C | **£315** |
| £87,001 to 125,000 | D |  | D | **£450** |
| £125,001 and above | E |  | E | **£635** |

The following **Payment Options** are available:

🖃 **Post**: Cheques should be made payable to ‘**Wandsworth Borough Council’** and posted with the application to **Wandsworth Council C/O Regulatory Services Partnership, Environment & Regeneration, Merton Civic Centre,100 London Road, Surrey, SM4 5DX**

🕿 **Telephone**: Debit and Credit Card payments can be made by ringing 020 8545 3969

🖳 I**nternet**: You can pay through the Councils website using businesslink. To use the BACS payments system please contact us on 0208 545 3969.

#### Annual fee for club premises certificate

There is a requirement for the holder of a club premises certificate to pay an annual fee to the licensing authority. This fee is payable each year on the anniversary of the date of the grant of the club premises certificate.

**Qualifying Club Declaration**Any club applying for a new club premises certificate must complete the ‘declaration for club premises certificate form’. The completed form must be sent to the licensing authority along with the application form.

**Plan of Premises**

The plan of the premises must be clear and legible and drawn to scale (which must be shown on the plan).  
  
The plan must show –

* Boundary of building and any external and internal walls and, if different, the perimeter of the premises.
* Points of access and egress (i.e. all doors)
* Location of escape routes if different from above e.g. fire and emergency exits
* The areas used for each licensable activity i.e.
* alcohol
* music
* indoor sports
* boxing and wrestling
* performance of plays
* showing of films
* late night refreshment
* Fixed structures including furniture and temporary fixed objects (such as seating) which may effect escape routes
* Location and height of each stage or raised area relative to the floor
* Location of steps, stairs, elevators or lifts
* Location of all toilets
* Location and type of any fire safety and other safety equipment e.g. hoses, alarms, smoke/heat detectors, call points etc
* Location of any kitchen(s)

A Blank sheet is provided at the end of this document to help you complete the plan.

**Operating** **Schedule**

The operating schedule forms part of the application for a club premises certificate. It should include information, which is necessary to enable the licensing officer to assess the steps to be taken to promote licensing objectives. It should include:

* The relevant licensable activities to be conducted on the premises
* The time during which it is proposed that the relevant licensable activities are to take place (including the times during each day of the week, during particular holiday periods and during particular seasons, if it is likely that the times would be different during different parts of the year)
* Any other times when the premises will be open to the public
* Where the licence is required only for a limited period, that period
* Where the licensable activities include the supply of alcohol, whether the alcohol will be supplied for consumption on or off the premises or both
* The steps which the applicant proposes to take to promote the licensing objectives

Operating schedules should be prepared in consultation with responsible authorities to reduce representations being made.

In deciding all licence applications where relevant representations have been made, it will be the policy of the Authority to consider the adequacy of measures proposed to promote the four licensing objectives. In particular the Authority may consider the following:

**Crime and Disorder**

* the levels of crime and disorder in and around the venue;
* the level of compliance with conditions on existing licenses;
* the measures to be put in place to prevent underage drinking;
* the measures proposed to prevent the consumption or supply of illegal drugs, including search procedures, provision of closed circuit television (CCTV), design of premises, monitoring of toilets, surrender and seizure procedures;
* the measures proposed to discourage binge drinking and drunkenness and to promote sensible drinking;
* the measures proposed to prevent violence on the premises, including the threat of violence to staff;
* whether Security Industry Authority (SIA) registered door supervisors are to be provided and, if so, how many and the hours of employment;
* measures to be put in place to react to any situations of disorder should they occur;
* in the case of premises selling alcohol on the premises, any measures to be put in place to prevent glass or bottles from being taken into the street;
* whether there are any proposals to use plastic or toughened glass drinking vessels;
* any steps that are to be taken to reduce thefts from patrons using the premises;
* for new applications, the extent to which the layout has been designed to minimise crime and disorder;
* whether a last entry time is proposed;
* whether customers can easily access safe transport, including steps to minimise the scope for minicabs to tout for business outside the premises.

The Authority will expect the operating schedules to address these issues but the Licensing Sub-Committee will consider attaching additional conditions to licenses and permissions to address crime and disorder matters. The conditions will, so far as possible, reflect local crime prevention strategies.

Examples of conditions that could be attached to licenses and permissions include:

* The provision of SIA registered door supervisors or security teams;
* The requirement for the use of plastic or toughened glass drinking vessels;
* The installation and maintenance of suitable CCTV;
* The requirement that open containers should not be taken from the premises;
* Restrictions on drinking areas within and outside the premises;
* Capacity limits, particularly in premises whose main activity is vertical drinking;
* The requirement for the production of ‘proof of age’ before sales are made;
* The requirement to display crime prevention notices which warn customers of the prevalence of crime which may target them;
* Restrictions on discounting of prices of alcoholic beverages;
* The requirement for the prominent display of hours, terms and restrictions of a licence; and
* Requirements relating to preventing illegal drugs or weapons getting into premises.

**Public Safety**

* Whether the premises already have a licence specifying the maximum capacity for the premises and if not whether the applicant has assessed the maximum safe capacity having regard to means of escape in case of emergency, toilet provision and overcrowding;
* Whether advertising banners, signboards etc are positioned in such a place so as not to impede residents;
* The steps that are to be taken to maintain and check fire doors and escape routes before admission of the public and during performance and the recording of such checks;
* Whether procedures are proposed to ensure that hangings, curtains and temporary decorations are flame retardant and are maintained in this condition and that upholstered seating pass the appropriate testing criteria;
* Whether measures are in place to ensure that temporary electrical installations are safely installed and checked;
* Whether specific measures have been identified to ensure the safety of indoor sports events and boxing/wrestling events;
* Where different events are to take place on a site, whether it is proposed that event specific management documents outlining the proposed management structure, responsibilities and contact details for each individual event, together with details of the organisation, control, monitoring and review mechanisms be produced and submitted to the appropriate responsible authorities in advance of the event;
* What measures are to be implemented to ensure that special effects are safe;
* The steps the applicant has taken or proposes to take to comply with the matters laid down in the following publications as they relate to the particular licensable activity:
* Model National Standard Conditions for Places of Public Entertainment and Associated Guidance (ABTT publication) ISBN 1 904031 11 0;
* The London District Surveyors Association’s ‘Technical Standards for Places of Public Entertainment’ ISBN 9781904031536;
* The Event Safety Guide – A guide to health and safety and welfare at music and similar events (HSE 1999) ISBN 0 7176 2453 6 – to be updated in 2013;
* Managing Crowds Safely (HSE 2000) ISBN 0118821326;
* Safer Nightlife ISBN 9781847266835;
* The Guide to the Safety at Sports Grounds 2008 ISBN 9780117020740; and
* Safety Guidance for Street Arts, Carnival, Processions and Large Scale Performances published by the Independent Street Arts Network.

The Authority will expect the operating schedules to address these issues but the Licensing Sub-Committee will consider attaching additional conditions to licences and permissions to address public safety matters.

Examples of conditions that could be attached to licences and permissions include:

* The maintenance and checking of fire doors and escape routes before admission of the public and during performance and the recording of such checks;
* The requirement to ensure that hangings, curtains and temporary decorations are maintained in a flame-retardant condition and that upholstered seating pass the appropriate testing criteria;
* The setting of an accommodation limit appropriate to the activities taking place and requiring a procedure to be put in place to measure the numbers in the premises at any one time;
* Ensuring that there is an adequate and appropriate supply of first aid equipment and materials and/or the provision of suitably trained first aiders/medical practitioners;
* The requirement for temporary electrical installations to be safely installed and checked;
* Specific requirements relating to indoor sports events;
* The requirement that all special effects can only be used with the prior consent of the licensing authority;
* Conditions relating specifically to theatres, cinemas and concert halls regarding number of attendants required, standing and sitting in gangways, consumption of drinks, safety of scenery and ceilings, provision of safety curtains, fixing of seating, minimum lighting levels and safety of flammable film.

**Public nuisance**

* The proposed operating hours of the premises, including those of the external areas;
* The steps the applicant has taken or proposes to take to prevent noise and vibration escaping from the premises, including from music, human voices, ventilation equipment, disposal/collection of empty bottles, loading and unloading of equipment, e.g. sound systems, scenery, lighting, etc., as applicable. This could include proposals to keep doors and windows closed, provision of noise limiter on amplification equipment used at the premises or the provision of acoustic lobbies;
* Whether the operation is subject to a statutory notice served under Section 80 of the Environmental Protection Act 1990;
* The steps the applicant has taken or proposes to take to prevent disturbance by patrons arriving at or leaving the premises;
* The steps the applicant has taken or proposes to take to prevent disturbance by patrons using gardens, patios, external balconies or associated open spaces, whether for licensable activities or for ancillary purposes such as smoking or consuming alcohol;
* The steps the applicant has taken or proposes to take to prevent queuing, or if some queuing is inevitable, to divert queues away from neighbouring premises, or otherwise to manage the queue to prevent disturbance or obstruction;
* The steps the applicant has taken or proposes to take to prevent light pollution and noxious smells, including smell from cigarette smoke;
* Whether suitable and sufficient toilet provision has been made for customer use;
* Whether there is sufficient provision for public transport for patrons;
* Whether there is provision to provide private transport such as taxis and/or licensed minicabs and that such transport is not likely to disturb local residents;
* Whether other measures to prevent nuisance have been taken, such as the use of CCTV or the employment of registered SIA registered door supervisors;
* The measures proposed to prevent littering/glass dispersal in the immediate vicinity or to clear up any litter that does occur;
* Whether there is likely to be congestion of the pavement or roadway;
* The measures proposed to prevent noise from refuse disposal (particularly bottles), refuse collection or from deliveries;
* Whether there is facility for refuse to be stored within the curtilage of the premises or within a properly constructed refuse store to ensure that it is not left on the pavement pending collection; and
* Whether there is a contact telephone number prominently displayed so that complaints can be received and dealt with immediately and a log book kept of all such complaints.

Examples of conditions that could be attached to licenses and permissions include:

* Restriction in hours of opening of the premises;
* Requirement to keep doors and windows closed or to provide noise limiters on amplification equipment used at the premises or to provide acoustic lobbies;
* Requirement to commission an acoustic survey and carry out all recommended actions;
* The provision of notices requesting the public to leave the premises quietly;
* The restriction on the use of explosive pyrotechnics and fireworks;
* The requirement to place refuse, particularly bottles, outside at times that will minimize disturbance to neighbours;
* Conditions to prevent nuisance from noxious smells, light pollution and littering;
* The prevention of taking food or drink outside the premises or using certain parts of the premises for particular licensable activities at specified times.

**Prevention of harm to children**

The wide range of premises that require licensing means that children can be expected to visit many of these, often on their own, for food and/or entertainment.

The Licensing Act 2003 makes it an offence to permit children under the age of 16, who are not accompanied by an adult, to be present on premises being used exclusively or primarily for the supply of alcohol for consumption on those premises. It is also an offence to permit children under 16, who are not accompanied by an adult, to be present at premises supplying alcohol (where the consumption of alcohol is not the exclusive or primary activity at the venue) between the hours of 12 midnight and 5.00am. Thus the Act does not prohibit children from having free access to any licensed premises, including those selling alcohol for consumption on those premises. However, the Authority recognises that limitations may have to be considered where it appears necessary to protect children from physical, moral or psychological harm.

The Authority will recognise the Director of Environment and Community Services as the ‘responsible authority’ for advising on matters relating to the protection of children from harm and consult them on applications.

In deciding an application where relevant representations have been made the Authority will consider the adequacy of the measures proposed to ensure the prevention of harm to children having regard to all the circumstances of the case. In particular the Authority will consider:

* Whether it is intended to provide entertainment of an adult nature, the type of such entertainment, the hours when such entertainment is to take place and the proximity to schools, youth clubs, places of religious worship or other premises where significant numbers of children are likely to attend;
* Whether the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises;
* Whether there have been convictions of the current management for serving alcohol to minors or where there is a reputation of allowing underage drinking;
* Whether or not children are to be to admitted to the premises and, if so, whether restrictions are to be applied regarding age or times that children will be allowed access or the parts of the premises they may access;
* Whether there is a requirement for accompanying adults (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult);
* In the case of regulated entertainment specially presented to children, the arrangements that will be put in place to ensure the safety of children during access and egress and during the duration of the entertainment;
* Where children are taking part in the entertainment, the arrangements that will be put in place to assure their safety;
* The arrangements that are to be put in place to prevent the sale, supply or delivery of alcohol to those underage including a requirement for the production of proof of age identification such as passports, driving licences, or Government approved PASS cards;
* Measures to be put in place to prevent access to children where restrictions are to be applied due to the adult nature of entertainment or due to the hours of operation of the premises;
* In the case of film exhibitions, the arrangements that are to be put in place to ensure that persons are aware of the film classification and the arrangements to be put in place to ensure that the age restrictions are applied; and
* Whether regard is paid to industry codes of good practice on the labelling and display of alcoholic drinks such as the Portman Group Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks.

The terms and conditions that may be applied (either singly or in combination) include:

* limitations on the hours when children may be present;
* limitations or the exclusion of children under certain ages when particular specified activities are taking place;
* limitations on the parts of premises to which children might be given access;
* age limitations (below 18);
* requirements for accompanying adults (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult); and
* full exclusion of those people under 18 from the premises when any licensable activities are taking place.

It will be for the individual licensee or club to decide whether they wish to admit children to their premises and the Authority will not require them to do so if they chose not to.

**Notifying Responsible** **Authorities**

You must forward a copy of your application to each of the responsible authorities below, unless you are submitting your application using the relevant electronic facility which can be accessed via the Council’s website. Where you use the electronic application facility a copy of the application will be forwarded by the licensing authority to the responsible authorities

**Person responsible for preventing the risk of pollution or harm to human health:**

Environmental Health Authority

Regulatory Services Partnership (serving Merton, Richmond and Wandsworth Councils)

Merton Civic Centre

London Road

Morden

SM4.5DX

Email: [foodandsafety@merton.gov.uk](mailto:foodandsafety@merton.gov.uk)

**Person responsible for** **protection of children from harm:**

Wandsworth Safeguarding Children Board

Town Hall

Wandsworth High Street

London, SW18 2PU

Email: [wscb@wscb.org.uk](mailto:wscb@wscb.org.uk)

**Planning:**

Borough Planner

Town Hall,

Wandsworth High Street

London

SW18 2PU

[planning@wandsworth.gov.uk](mailto:planning@wandsworth.gov.uk)

**Health and Safety enforcing authority**:

*For retail premises, pubs, clubs, churches, most places of entertainment, and restaurants etc*

Environmental Health Authority

Regulatory Services Partnership (serving Merton, Richmond and Wandsworth Councils)

Merton Civic Centre

London Road, Morden

SM4.5DX

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

*Most schools, colleges, universities, council or government occupied buildings, factories, film & TV studios, and railway stations*

Health and Safety Executive

Rose Court

2 Southwark Bridge

London SE1 9HS

**Local weights and measures authority**:

Trading Standards

Environmental Health Authority

Regulatory Services Partnership (serving Merton, Richmond and Wandsworth Councils)

Merton Civic Centre

London Road

Morden

SM4.5DX

Email: [tradingstandards@merton.gov.uk](mailto:tradingstandards@merton.gov.uk)

**Metropolitan Police**:

Licensing Section

Lavender Hill Police Station

176 Lavender Hill

London SW11 1JX

Tel 020 8247 8607

Email:[SouthWestSWMailbox-.LicensingWandsworth@met.pnn.police.uk](mailto:SouthWestSWMailbox-.LicensingWandsworth@met.pnn.police.uk)

**London Fire Brigade:**

Fire Safety Regulation: South West Area 4

London Fire Brigade

169 Union Street

London SE1 0LL

Tel 020 7587 2601

Email [firesafetyregulationSW@london-fire.gov.uk](mailto:firesafetyregulationSW@london-fire.gov.uk)

**Person responsible for public health:**

Director of Public Health (Wandsworth)

Wandsworth Town Hall

Wandsworth High Street

London SW18 2PU

Tel: 020 8734 3454

Email:[Anna.Bryden@richmondandwandsworth.gov.uk](mailto:Anna.Bryden@richmondandwandsworth.gov.uk)

**The Licensing Authority**

Environmental Health Authority

Regulatory Services Partnership (serving Merton, Richmond and Wandsworth Councils)

Merton Civic Centre

London Road, Morden

SM4.5DX

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

**Home Office (Immigration Enforcement)**

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

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

**Advertising** **Applications**

Applications licence will need to be advertised. The person making the application must advertise the application by way of a poster displayed at the premises and by placing a newspaper advert in a local freely available newspaper

**Poster**

**A poster must be displayed prominently at or on the premises to which the application relates detailing the application. The poster must be displayed where it can be conveniently read by the public.**

The poster should be displayed for a minimum of 28 days starting on the day after the day on which the application was given to the licensing authority. It should be equal or larger than A4, of pale blue colour, printed legibly in black ink or typed in black in a font of a size equal to or larger than 16. Posters are available to applicants with spaces for them to fill in the details. These can be requested from this office. An example of the advertisement is given below.

Example of advertisement to be displayed at the premises:

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| --- |
| **Notice of application for a Club premises certificate.**  ***NAME (1)***  has applied to Wandsworth Council for ***A NEW CLUB PREMISES CERTIFICATE / A VARIATION TO A CLUB PREMISES CERTIFICATE (2)***  at ***ADDRESS (3)***  for: ***THE PROVISION OF REGULATED ENTERTAINMENT / PROVISION OF LATE NIGHT REFRESHMENT / THE SALE BY RETAIL OF ALCOHOL / TO VARY THE LICENCE IN RESPECT OF THE HOURS / ACCOMMODATION / CONDITIONS / TO INCLUDE THE PROVISION OF REGULATED ENTERTAINMENT / TO INCLUDE THE PROVISION OF LATE NIGHT REFRESHMENT / TO INCLUDE THE SALE BY RETAIL OF ALCOHOL (4)***  Any person who wishes to make a representation in relation to this application must give notice in writing by ***DATE (5)***  stating the grounds for making said representation to: Licensing, Wandsworth Council, Environmental Health Authority Regulatory Services Partnership (serving Merton, Richmond and Wandsworth Councils)  Merton Civic Centre London Road Morden SM4.5DX  The record of this application may be inspected Monday to Friday (except Bank Holidays) by prior appointment at the offices of The London Borough of Wandsworth, Environmental Health Authority  Regulatory Services Partnership (serving Merton, Richmond and Wandsworth Councils)  Merton Civic Centre London Road Morden SM4.5DX  between the hours of 10.00 a.m. and 4.00 p.m. Information on all new and variation applications received by the Licensing Authority may be viewed on the Council’s website [www.wandsworth.gov.uk](http://www.wandsworth.gov.uk)  It is an offence, under section 158 of the Licensing Act 2003, to knowingly or recklessly make a false statement in or in connection with an application for club premises certificate and the maximum fine on being convicted of such an offence is £5000. |

**Key**

1. Insert the full name of the club
2. Delete the inappropriate words in each case.
3. Insert the name and full postal address of the club premises.
4. Delete the inappropriate words in each case.
5. Insert the date the by which all relevant representations must be received by the Licensing Authority (28 consecutive days after the application is give to the Licensing Authority).

**Newspaper advert**

**The applicant must publish a notice in a local newspaper circulating in the vicinity of the premises detailing the application**

The newspaper notice should be published in a local newspaper 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. A copy of the newspaper advertisement should be forwarded to this office. A template for the newspaper advert can be found below. Contact details for the newspaper suitable for the advertisements is as follows

|  |  |
| --- | --- |
| **Wandsworth Times (Formerly The Guardian)**  Newsquest South & West London  Floors 9 & 10, Quadrant House  The Quadrant, Sutton, Surrey, SM2 5AS  [privateads@london.newsquest.co.uk](mailto:privateads@london.newsquest.co.uk)  020 8722 6400  <http://www.wandsworthguardian.co.uk/> | **Wandsworth and South London Press**  South London Press (1865) Ltd  County House, 221-241 Beckenham Road  Beckenham Kent BR3 4UF  [customerservices@slp.co.uk](mailto:customerservices@slp.co.uk)  020 8768 8696  <http://www.southlondonpress.co.uk/> |

Example of advertisement to be displayed at the premises:

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| **Notice of application for a Club premises certificate.**  ***NAME (1)***  has applied to Wandsworth Council for ***A NEW CLUB PREMISES CERTIFICATE / A VARIATION TO A CLUB PREMISES CERTIFICATE (2)***  at ***ADDRESS (3)***  for: ***THE PROVISION OF REGULATED ENTERTAINMENT / PROVISION OF LATE NIGHT REFRESHMENT / THE SALE BY RETAIL OF ALCOHOL / TO VARY THE LICENCE IN RESPECT OF THE HOURS / ACCOMMODATION / CONDITIONS / TO INCLUDE THE PROVISION OF REGULATED ENTERTAINMENT / TO INCLUDE THE PROVISION OF LATE NIGHT REFRESHMENT / TO INCLUDE THE SALE BY RETAIL OF ALCOHOL (4)***  Any person who wishes to make a representation in relation to this application must give notice in writing by ***DATE (5)***  stating the grounds for making said representation to: Licensing, Wandsworth Council, Environmental Health Authority, Regulatory Services Partnership (serving Merton, Richmond and Wandsworth Councils) Merton Civic Centre London Road Morden SM4.5DX  The record of this application may be inspected Monday to Friday (except Bank Holidays) by prior appointment at the offices of The London Borough of Wandsworth, Environmental Health Authority  Regulatory Services Partnership (serving Merton, Richmond and Wandsworth Councils)  Merton Civic Centre London Road Morden SM4.5DX  between the hours of 10.00 a.m. and 4.00 p.m. Information on all new and variation applications received by the Licensing Authority may be viewed on the Council’s website [www.wandsworth.gov.uk](http://www.wandsworth.gov.uk)  It is an offence, under section 158 of the Licensing Act 2003, to knowingly or recklessly make a false statement in or in connection with an application for club premises certificate and the maximum fine on being convicted of such an offence is £5000. |

**Key**

1. Insert the full name of the club
2. Delete the inappropriate words in each case.
3. Insert the name and full postal address of the club premises.
4. Delete the inappropriate words in each case.
5. Insert the date the by which all relevant representations must be received by the Licensing Authority (28 consecutive days after the application is give to the Licensing Authority).

Plan template:

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| **Use this sheet to draw a plan of your premises**  -10mm on this plans shows 1metre of the premises | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  |  |
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| Name: | | | | | | | | Scale: 1/100 | | | |  |  |  |  |  | **The Plan Should Include**  -Walls/stairs  -Doors / windows  -Fire exits/escape routes  -Fire fighting equipment | | | | | -Emergency lighting  -Display units/ shop features/till  -Tables & chairs  -Toilets/kitchen | | | | | |
| Address: | | | | | | | | Date | | | |  |  |  |  |  |