

The Safety of Sports Grounds Act 1975
 Fire Safety and Safety of Places of Sport Act 1987

Application for a General or Special Safety Certificate for a Designated Sports Ground or Regulated Stand

When completed, this form should be sent to the Sports Grounds Licensing Officer (*along with any other relevant accompanying documentation and plan(s) in support of the application*) at:-

Building control
 Town Hall
 Bolton
 BL1 1RU

Email: building.control@bolton.gov.uk

BACKGROUND NOTES	
<p>This is required under the Safety of Sports Grounds Act 1975 for a whole ground that is known as a Designated Ground; or Part III of the Fire Safety and Places of Sport Act 1987 for a covered stand at a sports ground (other than at a Designated Ground) known as a Regulated Stand, where a licence in the form of a Safety Certificate is required to be issued by the local enforcing authority, Bolton Council (<i>hereafter known as the Council</i>), for sports grounds or stands, or for special events within those grounds.</p> <p>The full criteria for qualifying for the above can be found in the accompanying application procedure notes. Please note that a separate application form is required for each regulated stand at a sports ground (although any certificate issued may cover all such stands).</p> <p>Following receipt of this application, Bolton Council will make a preliminary determination regarding the validity of the application. In the case of a Designated Ground, application will then be further made to the Secretary of State should the Council so determine. The Council will have served notice of this determination on you under section 7 of the 1975 Act (<i>Designated Ground</i>) or section 28(2) of the 1987 Act (<i>Regulated Stand</i>). That determination will have become a final determination for the purposes of the 1975 or 1987 Acts at the end of the period of two months beginning with the date of that notice.</p>	<p>You can pursue separately with Bolton Council the question whether a ground or stand in fact satisfies the above criteria, which determines whether a ground is a Designated Ground or a stand is a Regulated Stand. An "on site" inspection is likely to be necessary in resolving such a question. Alternatively you may yourself realise that the ground or stand does meet the required criteria and may apply for a safety certificate in respect of it without a preliminary determination being made by Bolton Council. Where the application is for a special safety certificate this question will already have been resolved because a special safety certificate is issued only if a general safety certificate is in force.</p> <p>Under the provisions of section 3(1) of the 1975 Act (<i>Designated Ground</i>) or section 28(7) of the 1987 Act (<i>Regulated Stand</i>) in the case of a general safety certificate, or section 28(8) of the 1987 Act in the case of a special safety certificate, Bolton Council receiving an application for a safety certificate have to determine whether the applicant is qualified to hold the safety certificate. The applicant should therefore provide the information as detailed in the accompanying notes to enable the local authority to deal with the application.</p> <p>A scale plan of the sports ground and/or the relevant stands should, if available, accompany this application. However, under section 3(4) of the 1975 Act or 28(11) of the 1987 Act, Bolton Council may require you to provide further information and plans of the ground.</p>

1	Section 1 of 8 Please read accompanying application procedure notes before completing this form		
	APPLICATION		
1.1	Name of applicant		
	Position at ground / club		
	Applicant's Contact Details		
1.2	Address		
	Email address		Tel. no:

	Section 2 of 8		
	SPORTS GROUND		
2.1	Name of club / team		
	Address of sports ground		
2.2	Name of the ground		
2.3	Address of the ground		
2.4	Premises license in force?	Yes / No	If yes, name of issuing authority

	Section 3 of 8		
	RESPONSIBLE PERSONS		
3.1	Proposed certificate holder		
	Position / job title		
3.2	Will any person(s) (<i>in addition to the proposed certificate holder</i>) be involved in ensuring compliance with the terms and conditions of the safety certificate?	Yes / No	If no, go to Section 4
	If yes, please record details of all responsible persons (<i>including event promoter where applicable</i>)		
3.3	Name		
	Position / job title		
	Address		
	Email address		Tel. no:
3.4	Name		
	Position / job title		
	Address		
	Email address		Tel. no:

	Section 4 of 8		
	TYPE OF APPLICATION Please indicate which type of safety certificate you require by placing an X in the box		
	Designated Ground		
4.1	General safety certificate – covers activities over an indefinite period	A sports ground with a capacity of over 10,000 spectators (<i>rugby, football, cricket</i>) <input type="checkbox"/> (5,000 at football league grounds)	Go to 5.1
	Regulated Stand		
4.2	General safety certificate – covers activities over an indefinite period	A stand which provides covered accommodation for 500+ spectators <input type="checkbox"/>	
4.3	Name and location of the stand for which the application is being made (<i>n.b. a separate application must be made for each stand</i>)		
4.4	Is the number of spectators admitted to the stand controlled on entry to the stand?	Yes / No	If yes, how controlled? Go to 5.1
	Special safety certificate		
4.5	Special safety certificate – covers one occasion or a series of occasions	<input type="checkbox"/>	Go to 5.4 (<i>if temporary stand being provided</i>), otherwise go to 7.1

Section 5 of 8				
SPECTATOR ACCOMMODATION				
5.1	Approximate date of construction of the spectator accommodation at the sports ground or of the regulated stand(s)			
5.2	Has there been any subsequent extension, major alteration or re-construction of the spectator accommodation or regulated stand?		Yes / No	If no, go to 5.4
5.3	If yes, please provide details, including dates			
5.4	Is any of the spectator accommodation provided intended to be temporary?		Yes / No	If no, go to 5.6
5.5	If yes, how long is it intended to be in use for?			
Maximum capacity				
Please state the maximum capacity (<i>including each section of the ground</i>) for which spectator accommodation at the sports ground is intended, or, for regulated stands, state the maximum capacity of the accommodation for spectators to view activities at the sports ground				
Designated Grounds				
5.6	Location in ground	Maximum seated	Maximum standing	Capacity
	a)			
	b)			
	c)			
	d)			
	e)			
Total ground capacity				
Regulated stands				
5.7	Location in ground / name of stand	Maximum seated	Maximum standing	Capacity
	a)			
	b)			
	c)			
5.8	Any restrictions on number of seated spectators			
5.9	Any restrictions on number of standing spectators			
Now go to 6.1				

Section 6 of 8				
ACTIVITIES TO BE COVERED BY THE GENERAL SAFETY CERTIFICATE				
For EACH of the activities (e.g. football, rugby, cricket, athletics, horse / motor racing, etc.) to be covered by the general safety certificate, please provide the following information for the last three calendar years. Designated sports grounds - If your application is for a designated sports ground, exclude use of the sports ground for reserve team matches, practice sessions or community use. Regulated stands - If your application is for a regulated stand please include spectators who were admitted to the stand (<i>if access is controlled on entry</i>) or had access to it (<i>if it is not controlled</i>). Exclude any occasions when no charge was made for admission and occasions when the number of spectators was less than 100.				
	Activity			
6.1		Year 1	Year 2	Year 3
6.2	Year			
6.3	Number of occasions this took place during the year			
6.4	Total number of seated spectators during the year			
6.5	Total number of standing spectators during the year			
6.6	Date of event with highest attendance in the year			
6.7	Highest attendance - seated spectators			
6.8	Highest attendance - standing spectators			
	Add another activity?	Yes / No	If yes, attach details on a separate sheet	
Now go to 8.1				

Section 7 of 8			
SPECIAL SAFETY CERTIFICATE			
7.1	Event or activity for which the special safety certificate is required (e.g. pop concert, display, festival, other non-specified activity, etc.)		
Please give the date(s) of the proposed event with start and finish times (<i>see below for adding another event</i>)			
7.2	Date of the event:	From:	To:
7.3	Time of spectator admission	From:	To:
7.4	Maximum number of seated spectators		
7.5	Maximum number of standing spectators		
7.6	Details and location of any staging for the event		
7.7	In the case of a regulated stand, do you propose to make any changes or adaptations to the spectator accommodation or to arrangements for entry and control of spectators for this event?	Yes / No	If yes, go to 7.8 If no go to 7.9
7.8	Please provide details		
SIMILAR EVENTS OVER THE LAST THREE YEARS			
7.9	How many times has this event taken place at the sports ground / in another location during the last three years?		
Please provide the following details about each such event over the last three years			
7.10	Year(s)		
7.11	Name of event / occasion		
7.12	Date(s) on which held		
7.13	Number of spectators attending		
7.14	Number of staff / employees / artists involved		
	Add another event?	Yes / No	If yes, attach details on a separate sheet
Now go to 8.1			

Section 8 of 8	
ADDITIONAL DETAILS	
8.1	Please attach any additional information which is required or relevant to your application (management policies, risk assessments, insurance, site plan, etc.) Documents attached:
DECLARATION	
8.2	I (print name) declare that I am duly authorised on behalf of the above named sports ground / club to make application for the said safety certificate. Signed: _____ Dated: _____ Position at club / promoter:

To be completed by the authorised officer on behalf of the enforcing authority				
	Determination	Determination date	Determination reason	DCMS contacted?
8.3	Designated / Regulated / n/a			
8.4	Date application received			
	Start date of application processing			
	Issue date of certificate			
Authorisation				
8.5	Signed by (Director/Assistant Director)			
	Name of authorised officer dealing			
	Job title of authorising officer			

Signature of authorised officer: Date completed: