

APPLICATION FOR A CLUB PREMISES CERTIFICATE

Please consult a solicitor or legal advisor if you require assistance in completing the forms.

These notes supplement the Notes for Guidance found at the end of the application form.

If you are applying for a Club Premises Certificate under the new legislation then you will need to;

- 1) Complete form LA12 for a Club Premises Certificate. You must include the following with your application form;
 - The fee (see Appendix 1)
 - A plan of the premises (Scale 1 to 100 (1cm : 1m)) See Appendix 2
 - A copy of the Club rules

You must copy your application to the police and the other responsible authorities (see Appendix 3).

You must advertise your application (see Appendix 4 for advertising requirements).

When submitting your application please ensure that all the information and supporting documentation is included as we are not able to process incomplete applications and it will be rejected.

Copies of the Bolton Council Statement of Licensing Policy, which details our approach to licensing matters, are available from the Licensing Team, Ground Floor, Town Hall, Bolton, BL1 1RU.

Appendix 1 - Fees.

The fee payable for a club premises certificate varies dependant upon the non-domestic rateable value of the premises as follows. If the premises have a rateable value of over £87,000 and are used exclusively or primarily for the sale of alcohol the fees indicated in the third column are applicable.

Non-domestic rateable value	Premises Licence Application Fee	Premises Exclusively or for Primarily Selling Alcohol
£0 - £4,300	£100	N/a
£4,301 - £33,000	£190	N/a

£33,001 - £87,000	£315	N/a
£87,001 - £125,000	£450	£900
£125,001 and over	£635	£1,905

For premises where the proposed maximum number of people allowed (during licensable activities) exceeds 5,000 there is also an additional fee payable. Details can be obtained from the Licensing Unit.

Appendix 2 – Plan of the Premises

The plan shall be drawn to a scale of 1 to 100 (1cm = 1 metre), unless the licensing authority has previously agreed in writing with the applicant, following a request by the applicant that an alternative scale plan is acceptable to it, in which case the plan shall be drawn to that alternative scale.

The plan shall show;

- 1) 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;
- 2) the location of points of access to and egress from the premises;
- 3) if different from paragraph (2), the location of escape routes from the premises;
- 4) in a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity;
- 5) in a case where the existing qualifying club activity relates to the supply of alcohol, the location or locations on the premises which is or are used for consumption of alcohol;
- 6) 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;
- 7) 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;
- 8) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- 9) in a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
- 10) the location and type of any fire safety and any other safety equipment; and
- 11) the location of a kitchen, if any, on the premises.

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

Appendix 3 – Responsible Authorities

Applicants who have completed Part A of the form only and who have not applied for a variation need only copy their application to the Police. Where application has been made to vary your existing operation must be copied to all the responsible authorities listed below. Copies must be deposited with the Responsible Authorities **on the same day** as the application is made to Bolton Council;

Police Partnership & Licensing Team Partnership and Licensing Team Bolton Police Station Scholey Street Bolton BL2 1HD	Greater Manchester Fire Service Protection Directorate Fire Service Headquarters 146 Bolton Road Swinton M27 8US Tele: 0161 608 5410 E-mail: firesafetyadmin@manchesterfire.gov.uk
1. Health and Safety Unit 2. Pollution Control 3. Trading Standards Bolton Council Ellesmere House Mayor Street Bolton BL3 5DT Tele: 01204 336500 E-mail: environmental.health@bolton.gov.uk	Child Protection Unit Children Services Bolton Council Westhoughton Town Hall Market Street Westhoughton Bolton BL5 3AW Tele: 01204 337469 E-mail: area.cpc@bolton.gov.uk
Planning Control Section Environment Department Bolton Council Town Hall Bolton BL1 1RU Tele: 01204 336000 E-mail: planning.control@bolton.gov.uk	Director of Public Health Public Health HQ 1 st Floor Bolton Town Hall Victoria Square Bolton BL1 1RU Tele: 01204 337859 E-mail: david.herne@bolton.gov.uk

Home Office Alcohol Licensing Team
Lunar House
40 Wellesley Road
Croydon
CR9 2BY
E-mail: Alcohol@homeoffice.gsi.gov.uk

Appendix 4 – Advertising Requirements

If you have completed section B of the application form to vary your existing operation then you are required to advertise the application both at the location of the premises and in a local newspaper.

Notice to be displayed at the location of the premises.

For a period of 28 days, commencing on the day after the day on which the application was submitted, a notice must be displayed at or on the premises to which the application relates. It must be placed in a prominent position where it can be easily read from the exterior of the premises. If the premises cover an area greater than 50 metres square then a further notice must be displayed every 50 metres along the perimeter of the premises abutting any highway.

The notice shall be equal or larger than A4 size and must be printed or written in black ink on **pale blue paper**.

The notice shall be printed in black ink with a font size of at least 16pt.

Notice to be displayed in a local newspaper.

A notice must be published in the Bolton Evening News (or other local newspaper), on at least one occasion within 10 working days starting on the day after the day on which the application was submitted.

The notice can be placed in the BEN by completing the template included, and faxing to 01204 537432. You can also place and pay for your notice on line at www.thisisbolton.co.uk and following the ads on line link on the front page or alternatively by contacting Nicola Ainsworth or Helen Williams at the Bolton Evening News on 01204 522333

Content of notices.

In the case of an application to vary a premises licence or a club premises certificate, the notices referred to shall briefly describe the proposed variation.

The notices must also state;

- (1) a statement of the relevant qualifying club activities which it is proposed to carry on or from the premises and the hours of operation;
- (2) the name of the club;
- (3) the postal address of the club premises or if there is no postal address for the premises a description of the club premises sufficient to enable the location and extent of the club premises to be identified;
- (4) the postal address and the worldwide web address where the register of the licensing authority is kept (www.bolton.gov.uk) and where and when the record of the application may be inspected;
- (5) the date by which an interested party or responsible authority may make representations to the relevant licensing authority (29 consecutive days after the date of application);
- (6) that representations shall be made in writing; and
- (7) that it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence.

Format of Notice to be displayed on premises.

The attached notice must be displayed on or near the premises for a period of 28 consecutive days commencing the day after the application was submitted to the Council

Important Please Note: The format of this notice is a suggested format and is NOT legally binding.

All notices MUST BE:

- of a size equal to A4 or larger;
- pale blue in colour; and
- printed in black ink or typed in black in a font size equal to or larger than 16.

Licensing Act 2003
Notice of application for a new Club Premises Certificate

I / We

.....
(insert name of Club)

of

.....
(insert name and address club)

have applied to Bolton MBC for a new Club Premises Certificate

The relevant Licensing activities which it is intended to provide at the premises are:- (list the licensing activities including opening and closing times)

The application may be inspected at the Licensing Unit, Ground Floor, Town Hall, Bolton between the hours of 9.00 a.m. and 4.30 p.m. on Monday to Friday inclusive. Any 'Interested Party' or 'Responsible Authority' may make representations to the Council regarding the application during the period of 28 consecutive days starting with the day after the application was lodged with the Council, that day being *(insert date)*. The last day for representations to be made will therefore be *(insert date 28 days after the first date)*. All representations **must** be made in writing.

It is an offence, knowingly or recklessly to make a false statement in connection with an application, and on summary conviction is liable to a fine of £5,000.

Signature(s)

.....

.....

Date