

GUIDANCE NOTES FOR APPLICANTS APPLYING FOR AN APPLICATION FOR A CLUB PREMISES CERTIFICATE LICENSING ACTION 2003

An application made in the prescribed form, called Schedule 9, Regulation 17, 18, Part A (Declaration) and Part B (Application) and accompanied by;

1. The fee
2. Schedule 9, Regulation 17,18, Part A (Club declaration).
3. A copy of **all** existing Justices' licences, e.g. Restaurant Licence, Childrens Certificate, Supper House Certificate, Late Night Refreshment Licence, Public Entertainment Licence, including any licence conditions/undertakings page.
4. A plan of the premises, drawn in standard scale (1:100).

If you wish to submit a plan in an alternative scale, approval must be obtained from the Local Authority before the application be submitted.

The plan shall show

- (a) the extent of the boundary of the building, if relevant, 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 (b) the location of escape routes from the premises;
- (d) in the case where the premises is used for more than one existing qualifying club activity, the area within the premises used for each activity;
- (e) 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.
- (f) fixed structures (including furniture), or objects temporarily in a fixed location which may impact on the ability of individuals on the premises to ensure exits or escape routes without impediment;
- (g) in the case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
- (h) the location of steps, stairs, elevators or lifts;
- (i) the location of public conveniences;
- (j) the location and type of any fire safety equipment.

The plan may include a legend through which shows a to I by use of symbols.

5. Surrey Police and all other responsible authorities (see attached sheet) must be served a copy of the application within 48 hours of the application being made to the Grants and Licensing Team, (otherwise the application will be deemed invalid).
6. The day after the application has been submitted to the Local Authority an advertisement of application must be displayed prominently for a period of no less than 28 consecutive days at or on the premises to which the application relates where it can be conveniently read from the exterior of the premises. If the premise covers an area of more than fifty metres square, a further notice in the

same form and subject to the same requirements every fifty metres along the external perimeter of the premises abutting any highway; and

7. By publishing a notice in the local newspaper, circulating in the vicinity of the premises, 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 to the relevant licensing authority.

A qualifying club may choose to obtain a premises licence if it decides that it wishes to offer its facilities commercially for use by the general public, including the sale of alcohol to them. An individual may apply for up to 12 temporary event notices for the club in a calendar year so long as no more than 499 people attend the event and subject to an overall maximum duration in the year of 15 days and on such occasions may sell alcohol to the public or hire out their premises for use by the public.

Provided your application is not subject to Police representation on grounds of Crime and Disorder your licence would be deemed granted if the relevant licensing authority fails to determine the application within the period of two months beginning with the day on which the application was received.

If your application is subject to Police representation, it may necessitate a referral to the Licensing Sub Committee for determination, and you will be notified within the time specified within the Regulations.

Please note that the earliest date the variation can take effect is the second appointed day.