



Licensing, Public Protection
 Assets & Environment
 Marmion House
 Lichfield Street
 Tamworth
 Staffordshire
 B79 7BZ

Telephone - 01827 709 445
 Fax - 01827 709 434

**Application for a club premises certificate to be granted
 under the Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING 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.

GLASCOTE SOCIAL CLUB

.....
 (Insert name of club)

club applies for a club premises certificate under section 71 of 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 GLASCOTE SOCIAL CLUB	
Postal address of premises or, if none, ordnance survey map reference or description MAIN ROAD GLASCOTE	
Post Town	TAMWORTH
Postcode	B77 2BS
Telephone number (if any)	
E-mail address (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	TAMWORTH
Postcode	
Daytime contact telephone number (if any)	
E-mail address (optional)	

Non-domestic rateable value of premises	£ NEW BUILD UNDER CONSTRUCTION BAND C
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Are the club premises occupied and habitually used by the club Yes No

Part 2 – Club Operating Schedule

Day	Month	Year
2 7	04	2 01 6

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?

<p>General description of club (please read guidance note 1) DETACHED NEW BUILD SINGLE STOREY BUILDING BUILT AT BACK OF EXISITING PREMISES ON SAME LAND. THE BUILDING WILL HAVE A PITCHED ROOF AND WILL CONSIST OF THE FOLLOWING :TOTALLY SELFCONTAINED FUNCTION ROOM WITH SEPARATE ENTRANCE TO THE MAIN CLUB WHICH WILL SEAT 150./ LOUNGE TO SEAT 120. /GAMES ROOM CONSISTING OF 2 SNOOKER TABLES/POOL TABLEAND DART BOARD/. COMMITTEE ROOM AND CASH OFFICE. / MAIN ENTRANCE LOBBY /TOILETS SERVING ALL ROOMS AND DISABLED TOILET. /CELLAR WITH SEPARATE DRY GOODS AREA./ CLEANING CUPBOARD/.BAR WITH 2 SERVERY COUNTERS THE CLUB WILL BE FULLY ALARMED AND HAVE CCTV SURVEILLANCE IN ALL ROOMS. FIRE EXITS WILL BE CLEARLY MARKED WITH FIRE EXTINGUISHERS IN EVERY ROOM. THERE WILL ALSO BE A DESIGNATED SMOKING AREA. THE CLUB WILL ALSO HAVE A BIO METRIC (FINGER PRINT) CONTROL SYSTEM AND WILL HAVE CCTV AND AN ALARM SYSTEM</p>
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If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

N/A

What qualifying club activities do you intend to conduct on the club premises?

Provision of regulated entertainment

Please tick yes

- a) plays (if ticking yes, fill in box A) Y
- b) films (if ticking yes, fill in box B) Y
- c) indoor sporting events (if ticking yes, fill in box C) Y
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E) Y
- f) recorded music (if ticking yes, fill in box F) Y
- g) performances of dance (if ticking yes, fill in box G) Y
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) Y

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) Y

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 J) Y

In all cases complete boxes K and L.

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	11.00	24.00	<u>Please give further details here</u> (please read guidance note 3) TO COVER PANTOMIME STYLE OF ENTERTAINMENT AND PERFORMANCES PERFORMING PART OF CABARET STYLE ENTERTAINMENT		
Tue	11.00	24.00			
Wed	11.00	24.00	<u>State any seasonal variations for performing plays</u> (please read guidance note 4) NEW YEARS EVE 11.00 TO 01.00		
Thur	11.00	24.00			
Fri	11.00	24.00	<u>Non standard timings. Where the club intends to use the premises for the performance of a play at different times from those listed in the column on the left. please list</u> (please read guidance note 5)		
Sat	11.00	24.00			
Sun	11.00	24.00			

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) FILMS LIKELY TO BE SHOWN COULD BE TRAINING FILMS FROM COMPANIES ONLY		
Mon	11.00	24.00			
Tue	11.00	24.00	<u>State any seasonal variations for the exhibition of film</u> (please read guidance note 4)		
Wed	11.00	24.00			
Thur	11.00	24.00	<u>Non standard timings. Where the club intends to use the premises for the exhibition of film at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri	11.00	24.00			
Sat	11.00	24.00			
Sun	11.00	24.00			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details here</u> (please read guidance note 3) DARTS/SNOOKER/BILLIARDS/POOL
Day	Start	Finish	
Mon	11.00	24.00	
Tue	11.00	24.00	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed	11.00	24.00	
Thur	11.00	24.00	<u>Non-standard timings. Where the club intends to use the premises for indoor sporting events at different times from those listed in the column on the left, please list</u> (please read guidance note 5)
Fri	11.00	24.00	
Sat	11.00	24.00	
Sun	11.00	24.00	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick.</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here.</u> (please read guidance note 3)		
Mon					
Tue			<u>State any seasonal variations for boxing or wrestling entertainment.</u> (please read guidance note 4)		
Wed					
Thur			<u>Non-standard timings. Where the club intends to use the premises for the boxing or wrestling entertainment at different times from those listed in the column on the left, please list.</u> (please read guidance note 5)		
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) LIVE MUSIC MAY BE VOCAL AND/OR INSTRUMENTAL AND MAYBE AMPLIFIED OR ACOUSTIC		
Mon	11.00	24.00			
Tue	11.00	24.00	<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4) NEW YEARS EVE 11.00 TO 01.00		
Wed	11.00	24.00			
Thur	11.00	24.00	<u>Non-standard timings. Where the club intends to use the premises for the performance of live music at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		
Fri	11.00	24.00			
Sat	11.00	24.00			
Sun	11.00	24.00			

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) CLUB HOLDS BOTH PRS AND PPL LICENCES		
Mon	11.00	24.00			
Tue	11.00	24.00			
Wed	11.00	24.00			
Thur	11.00	24.00			
Fri	11.00	24.00			
Sat	11.00	24.00			
Sun	11.00	24.00			
			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4) NEW YEARS EVE 11.00 TO 01.00		
			<u>Non-standard timings. Where the club intends to use the premises for the playing of recorded music at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) PERFORMANCES OF DANCE MAY TAKE PLACE AS PART OF CABARET STYLE ENTERTAINMENT OR TRIBUTE ACTS		
Mon	11.00	24.00			
Tue	11.00	24.00			
Wed	11.00	24.00	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4) NEW YEARS EVE 11.00 TO 01.00		
Thur	11.00	24.00			
Fri	11.00	24.00	<u>Non-standard timings. Where the club intends to use the premises for the performance of dance at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	11.00	24.00			
Sun	11.00	24.00			

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 a description of the type of entertainment that the club will be providing ENTERTAINMENT SIMILAR TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCE OF DANCE TO INCLUDE (BUT NOT LIMITED TO) D.J.'S/KARAOKE/CABARET. MAY ALSO BE USED FOR BUSINESS SEMINARS OR TRAINING SESSIONS		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Mon	11.00	24.00		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	11.00	24.00	<u>Please give further details here</u> (please read guidance note 3)		
Wed	11.00	24.00			
Thur	11.00	24.00			
			<u>State any seasonal variations for this entertainment</u> (please read guidance note 4) NEW YEARS EVE 11.00 TO 01.00		
Fri	11.00	24.00			
Sat	11.00	24.00	<u>Non-standard timings. Where the club intends to use the premises for this entertainment at different times from those listed in the column on the left, please list</u> (please read guidance note 5)		
Sun	11.00	24.00			

I

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	State any seasonal variations (please read guidance note 4)		
Mon	11.00	23.30	NEW YEARS EVE 11.00 -01.00		
Tue	11.00	23.30			
Wed	11.00	23.30			
Thur	11.00	23.30			
Fri	11.00	23.30			
Sat	11.00	23.30			
Sun	11.00	23.30			
			Non-standard timings. Where the club intends to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list (please read guidance note 5)		

J

Hours club premises are open to the members and guests Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4) <p style="text-align: center;">NEW YEARS EVE 11.00 TO 01.00</p>
Day	Start	Finish	
Mon	11.00	24.00	
Tue	11.00	24.00	
Wed	11.00	24.00	
Thur	11.00	24.00	
Fri	11.00	24.00	Non standard timings. Where you intend the premises to be open to the members and guests at different times from those listed in the column on the left, please list (please read guidance note 5)
Sat	11.00	24.00	
Sun	11.00	24.00	

K

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

NO CHILDREN WILL BE ALLOWED ON THE PREMISES IF ADULT ENTERTAINMENT IS BEING SHOWN

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

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

THE CLUB WILL ENSURE THAT AT ALL TIMES EVERYONE ON THE PREMISES IS SAFEGUARDED. THERE IS FULL CCTV COVER OF THE ROOM AND HAS SUFFICIENT FIRE EXIT DOORS AND FIRE EXTINGUISHERS WHICH ARE FULLY MAINTAINED AND CLEARLY SIGNED. THE STAFF KNOW HOW TO USE THE EQUIPMENT AND ARE FULLY CONVERSANT WITH FIRE EVACUATION PROCEDURES. NO CHILD UNDER 18 IS ALLOWED ON THE PREMISES UNLESS ACCOMPANIED BY AN ADULT AND ARE NOT ALLOWED AT THE BAR AT ANYTIME EVEN IF WITH AN ADULT. STAFF WILL REFUSE TO SERVE ANY MINOR. THE CLUB ALSO OPERATE AN ID POLICY AND WILL CHALLENGE ANYONE THEY THINK IS UNDERAGE ALSO ANYONE WHO APPEARS TO BE INTOXICATED WILL NOT BE SERVED AND WILL BE ASKED TO LEAVE THE CLUB. TOILETS ARE REGULARLY CHECKED FOR ANY SIGNS OF DRUG ABUSE AND ANYONE FOUND WITH DRUGS WILL BE REPORTED TO THE POLICE. THE CLUB MANAGEMENT ABIDE BY THE PORTMAN PRINCIPAL. AND AT NO TIME DO WE OFFER ANY DRINK PROMOTIONS. NOTICES ARE IN PLACE TO KEEP ALL FIRE DOORS FREE FROM OBSTRUCTION AT ALL TIMES. A FULLY STOCKED FIRST AID KIT IS KEPT BEHIND THE BAR FOR ANY MINOR INJURIES BAR STAFF ALWAYS ASK WHAT MEASURE OF DRINK THE CUSTOMER WISH TO PURCHASE. PRICE LIST IS ALSO DISPLAYED.

b) The prevention of crime and disorder

THE CLUB AS PREVIOUSLY STATED HAS FULL CCTV COVERAGE OF THE WHOLE CLUB BOTH INDOOR AND OUTDOOR AND THE SYSTEM IS TAMPER PROOF. ALL IMAGES FROM THIS ARE STORED ON A HARD DISK AND SAVED FOR 31 DAYS. THERE IS SIGNAGE BEHIND THE BAR STATING THAT THE CLUBS POLICY OF PROOF OF AGE SCHEME AND THAT WE OPERATE A ZERO TOLERANCE ON DRUGS. A NOTICE IS ALSO DISPLAYED POINTING OUT THAT IT IS UNLAWFUL FOR ANYONE TO PURCHASE ALCOHOL FOR ANYONE UNDER THE AGE OF 18.

c) Public safety

PUBLIC SAFETY IS OF PRIMARY IMPORTANCE AND ALL EQUIPMENT WITHIN THE ROOM IS REGULARLY CHECKED. I.E. FIRE EXTINGUISHERS/EMERGENCY LIGHTING/ALL ELECTRICAL EQUIPMENT. STAFF ARE FULLY CONVERSANT WITH EVACUATION PROCEDURES AND IN PARTICULAR RELATING TO DISABLED PERSONS. ALL FIRE EXITS ARE CLEARLY SIGNED AND ALL FIRE EXIT DOORS ARE KEPT CLEAR OF ANY OBSTRUCTIONS. SAFETY CHECKS ARE CARRIED OUT BEFORE ANY EVENT TAKES PLACE. ALL CURTAINS AND UPHOLSTERY IN THE BUILDING ARE FIRE RETARDANT. THERE IS EASY ACCESS FOR EMERGENCY VEHICLES AT ALL TIMES. SMOKE DETECTORS ARE FITTED THROUGHOUT THE CLUB. THERE ARE FEMININE HYGIENE FACILITIES INSTALLED IN THE LADIES TOILETS AND AT NO TIME ARE DRY ICE OR SMOKE MACHINES ALLOWED TO BE USED.

d) The prevention of public nuisance

EVERY EFFORT IS TAKEN TO MINIMISE NOISE COMING FROM THE PREMISES AND ALL DOORS AND WINDOWS ARE KEPT CLOSED WHEN ENTERTAINMENT IS TAKING PLACE. ASSESSMENTS ARE UNDERTAKEN TO REDUCE ANY NOISE LEVEL WHICH MAY CAUSE A DISTURBANCE TO LOCAL RESIDENTS. THE WHOLE OF THE PERIMETER FENCE WILL HAVE SPECIAL ACOUSTIC FENCING. AT THE END OF THE EVENING A COMMITTEE MEMBER IS PUT IN PLACE TO ENSURE THE DISPERSAL OF CLIENTS IN A SWIFT, EFFICIENT AND SAFE MANNER. THE DISPOSAL OF BOTTLES TAKES PLACE DURING DAYTIME HOURS AND THERE ARE LARGE DISPOSAL BINS FOR THE DISPOSAL OF WASTE.

e) The protection of children from harm

CHILDREN UNDER 18 YEARS OF AGE ARE NOT ALLOWED INTO THE PREMISES UNLESS ACCOMPANIED BY AN ADULT AND HAVE TO REMAIN WITH THEM AT ALL TIMES. THEY ARE NOT ALLOWED TO GO TO THE BAR AND IF THEY SHOULD DO SO THEY WILL NOT BE SERVED. THE ONE LOTTERY MACHINE IS WALL MOUNTED WITH A SIGN CLEARLY STATING NO ONE UNDER THE AGE OF 18 CAN PURCHASE A TICKET. THERE IS ALSO SIGNAGE INFORMING MEMBERS AND GUESTS THAT IT IS UNLAWFUL TO BUY ALCOHOL FOR ANYONE UNDER THE AGE OF 18.

Checklist:

Please tick to indicate agreement

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

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING 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)

(Insert full name)

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

Signature	
Date	25TH JANUARY 2016
Capacity	CLUB SECRETARY

Address for correspondence associated with this application (please read guidance note 11)			
GLASCOTE SOCIAL CLUB			
JESMOND HOUSE			
MAIN ROAD			
GLASCOTE			
Post town	TAMWORTH	Post code	B77 2BS
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail your e-mail 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 will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. Please state 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 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 the club wishes people to be able to do both please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, gambling machines etc.
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 which we will use to correspond with the club about this application.