

Reply to Licensing Team
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**Licensing Act 2003
Applying for a Club
Registration Certificate**

Neighbourhood Services
11th floor Riverside House
Woolwich High Street
London
SE18 6DN

Before completing the application form, please read the “Guide to the Licensing Act 2003” enclosed with the application pack. This gives you important information about how the Act works.

General

Planning Consent

You are strongly advised to contact the Council’s Planning Officer before you make your application in case the activities you propose require planning permission. You can contact the Planning Department on 020-8921 5782/5708. If you fail to do so and the activities you carry out are unauthorised under planning law you may be prosecuted or closed down. For this reason we advise you in the strongest possible terms to obtain any necessary planning consent before making your application.

Licensing Objectives

You need to bear the four licensing objectives in mind when completing your application. They are:

- The protection of children from harm;
- Public safety;
- Prevention of public nuisance;
- Prevention of crime and disorder.

Incomplete Applications

We cannot accept incomplete applications. The time limit for processing does not start until you have supplied a correctly completed application, fee, and all other documentation required.

Duration of Licence

Club Premises Certificates last for the lifetime of the Club.

All Applications

Part 2 – Operating Schedule

Description of the Premises

Please describe the type of club premises, its general situation and layout, and any other information relevant to the licensing objectives.

Licensed Activities and Opening Times

You must state what qualifying club activities you intend to provide, and the times you would like to do this. Times must be given in the 24 hour clock.

All times commence at 12 midnight where applicable. There are two boxes for times, to account for when you remain closed during the day (or do not wish to provide qualifying club activities).

Seasonal Variations

Leave this box blank.

Non Standard Timings

This would allow you to open later on say, Christmas Eve, the Sunday before a Bank Holiday or St Patricks Day, regardless of what date it falls on. You need to say when you want to open and for how long. Doing this avoids you having to use Temporary Event Notices for these occasions.

Indoors or Outdoors

If the activities will take place in a building or similar structure, please tick “Indoors”. If activities are to take place in the open air, or with a roof cover and no side wall covers, please tick “Outdoors”. If you have grounds and a clubhouse (for example) and you would like licensable activities to take place in both areas, tick both boxes.

Further Details

You are asked to provide further details of the licensed activity concerned. In these boxes you are expected to state the type of activity to be authorised and where applicable, the frequency of these activities. (If you intend to provide licensed activities regularly you do not need to specify this).

For example:

Plays – Will the plays be for children only, a mixed audience, for an amateur dramatics association, etc.

Film Exhibitions – Describe the type of films you intend to show, e.g. art films, mixed films for all age ranges, and so on.

Indoor Sporting Events – describe the type of sports you intend to provide.

Boxing and Wrestling Entertainments – the category of fights you may wish to provide, whether they will be professional or amateur and so on.

Performance of Live Music – how many musicians do you intend to have performing, what type of music will they play, and will the music be amplified or unamplified?

Playing of Recorded Music – what sort of recorded music? Will it be a DJ or a sound system? What is the power output of any sound system to be used? Will you be providing karaoke?

Performance of Dance – what type of dancing? Will there be a stage or will it be roaming dancers, such as strippers?

Entertainment of a Similar Description – describe the type of entertainment, e.g. comedy shows, hypnotism performances etc.

Provision of Facilities for Making Music – describe the provision, e.g. a piano, guitars etc. Describe how the facilities will be used, e.g. a folk club.

Provision of Facilities for Dancing – describe where the dancefloor will be, what size it is etc.

Provision of Facilities for Entertainment of a Similar Description - describe what the facilities are and what they might be used for.

Late Night Refreshment – Say what you intend to do, e.g. selling food for takeaway purposes only, selling food for consumption on the premises, the type of food you sell etc.

You can also use this section to tell us how often you are likely to use the consent, e.g. "Plays will only be held once a month for no more than three days at a time".

Activities That May Give Rise to Concern in Respect of Children

This could include nudity or semi-nudity (such as exotic dancers), films for restricted age groups or the presence of gaming machines.

Steps You Intend to Take to Promote the Four Licensing Objectives

This is a very important part of the form. You must use this area to demonstrate that you can run your business in the new manner without contravening any of the four licensing objectives.

You need to satisfy the responsible authorities we consult and any other interested parties (e.g. local residents), that you can run the premises responsibly and in accordance with the licensing objectives. If these people do not feel the steps you propose are adequate, they may object to the variation being granted.

It is in everybody's interests to reduce the likelihood of people objecting to your variation. You should therefore think very carefully about how you are going to address the four licensing objectives.

You only need to state the measures you will take *regarding the variation you seek*, not the way you currently run your club. So think about the variation you are seeking, and any potential problems it could cause.

Some examples of things you may wish to consider are given below.

General – All Four Licensing Objectives

- Providing stewards;
- Staff training on licensing issues;
- Installing a CCTV system.

The Prevention of Crime and Disorder

- Drugs policies/notices;
- Providing adequate lighting;
- Age restrictions;
- Search policies;
- Bottle bans.

Public Safety

- Provision of emergency lighting;
- Provision of additional escape routes;
- Accommodation limits;
- First Aid provision;
- Seating arrangements;
- Use of special effects;
- Number of attendants.

The Prevention of Public Nuisance

This area is particularly important if you are seeking to provide qualifying club activities for longer hours. You are not expected to control or seek to control the behaviour of persons once they have left the Club.

- Provision and use of a noise limiting device;

- Secondary glazing/soundproofing;
- Noise patrols of the local area;
- Keeping music to a reasonable level;
- Litter clearance;
- Considerate loading/unloading arrangements;
- Controlling noxious odours from cooking etc;
- Not using external areas after a certain time;
- Restricting hours that amplified music can take place;
- Keeping doors and windows closed while the licence is being used;
- Prevention of light pollution;
- Notices asking members to leave quietly.

The Protection of Children From Harm

- Restricting access to adult entertainment, e.g. lap dancing, age restricted films etc;
- Provision of children's areas;
- CRB checks of staff involved in looking after young people;
- Proof of age cards;
- Prevention of access to gaming machines;
- A limit on the hours during which children can be present on the premises;
- Requirement to be accompanied by an adult;
- Requirement for attendants to be present when children's activities are taking place.

You are not expected to address issues already covered by existing legislation, e.g. "I will not serve to people who are obviously drunk" or "I will not serve alcohol to under-18's".

Whatever you put in this section will become a condition of your new Club Premises Certificate. Therefore you should not volunteer to do anything that you are not able, or not prepared, to do if the variation is granted.

It may be that no additional steps are required, in which case you should leave the relevant box(es) blank.

Advertising Your Application

You must advertise your application by way of a notice displayed at the premises for 28 days. You must put the notice up the day after you make your application to the Council. A separate sheet is enclosed giving guidance on this. Council officers will check that you have displayed the notice and your application will not be accepted unless this is done.

The notice must be displayed prominently at or on the premises to which the application relates, where it can be conveniently read from the exterior of the premises. If the premises are more than fifty metres square in size, you must display a duplicate notice every fifty metres along the external perimeter of the premises, abutting any highway.

You must also publish notice of your variation application in the local press within ten working days after the day after you make your application. A separate sheet is enclosed giving guidance on this. You must send a copy of the newspaper containing the advertisement to us as soon as it is published.

Copy to Responsible Authorities

You must send a copy of your application to the following people:

Licensing Officer
 Eltham Police Station
 20 Well Hall Road
 London

SE9 6SF

Commercial Section (EH)
Greenwich Council
11th floor Riverside House
Woolwich High Street
London
SE18 6DN

Sue Kidd
Trading Standards
Greenwich Council
11th floor Riverside House
Woolwich High Street
London
SE18 6DN

Eric Broom
Pollution Section
Neighbourhood Services
12th floor Riverside House
Woolwich High Street
London
SE18 6DN

London Fire and Emergency Planning Authority
249-259 Lewisham High Street
London
SE13 6NH

Veronica Mythen
Child Protection Team
Adhikaar Centre
93 Tudway Road
London SE3 9YG
Strategic Planning
Peggy Middleton House
50 Woolwich New Road
London
SE18 6HQ

If your application is incomplete you will have to resubmit it to these authorities.

What Happens to your Application

We consult the following people:

- The Metropolitan Police;
- The Council's Health and Safety Officer, or the Health and Safety Executive where appropriate;
- The Fire Service;
- The Council's Environmental Health Officer;
- The Council's Planning Officer.

Any of these people are entitled to make representations about your application, providing they are relevant to any of the four licensing objectives.

Likewise, local residents and businesses may also make representations, providing they are relevant to the objectives.

What Happens if Relevant Representations are Made?

The Council's Licensing Sub Committee will determine your application. The Committee is comprised of elected Members of the Council.

You will be invited to attend the meeting to give evidence, answer questions, and call any witnesses. The Committee will listen to evidence from both sides before deciding whether to grant the Certificate. They may grant it as requested, grant with conditions (provided these are relevant to the licensing objectives) or refuse your application.

Appeals

If you are dissatisfied with a decision made by the Council, you may appeal to the Magistrates Court for the petty sessions area in which the premises are situated, within 21 days of being notified of the Council's decision.

We have made this leaflet as comprehensive as possible. However, in attempting to simplify the law, certain requirements have been omitted. Full details of what you must do are in the legislation itself.

Laws can and do change. This information was accurate when produced, but may have changed since. We must advise that only the Courts can give an authoritative opinion on statute law.

This information is available in alternative formats such as large print, Braille or on audio cassette if required. Please contact us should you require any further information or assistance.