



VARY CLUB CERTIFICATE PROCEDURE NOTES

- Fill the application form in and send with the additional information to your nearest Licensing Department (office addresses detailed below):
 - Application Form
 - Fee (check fee banding for correct amount)
 - Copy of existing Club Certificate
 - Copy of Public Site Notice
 - Copy of the advert placed in the local newspaper
 - Copy of the Club rules
- An acknowledgement letter will be sent to you advising that the application has been received by the Licensing Department
- A site notice needs to be displayed on the premises in a place visible to members of the public advising them of the application and giving them details on the 28 day consultation period
- A notice also needs to be placed in the local newspaper advertising the application and giving details of the 28 day consultation period
- Copies of the application also have to be sent to all responsible authorities, please see attached list
- If no representation are made a premises licence will be granted, however if some are the Licensing Department will contact you to organise a hearing.

PLEASE NOTE: The consultation period starts the day after the application is received by the Licensing Department

Licensing Office Addresses				
Central Licensing Shirehall Abbey Foregate Shrewsbury SY2 6ND	North Licensing Edinburgh House New Street Wem SY4 5DB	North Licensing Castle View Oswestry SY11 1JR	South Licensing Westgate Bridgnorth WV16 5AA	South Licensing Stone House Corve Street Ludlow SY8 1DG

RESPONSIBLE AUTHORITIES

Copies of your application should be sent to the following responsible authorities:	
Licensing Department Shropshire Council Shirehall Abbey Foregate Shrewsbury SY2 6ND	The Licensing Officer West Mercia Constabulary Police Station Smithfield Road Much Wenlock TF13 6BD
Planning Shropshire Council Shirehall Abbey Foregate Shrewsbury SY2 6ND	Fire Officer Shropshire Fire & Rescue HQ St Michael's Street Shrewsbury SY1 1HJ
Environmental Health Shropshire Council Shirehall Abbey Foregate Shrewsbury SY2 6ND (Also responsible for Health & Safety)	Trading Standards Shropshire Council Shirehall Abbey Foregate Shrewsbury SY2 6ND
Stay Safe Service Besford House 42 Trinity Street Belle Vue Shrewsbury SY3 7PQ	
If your application is for a vessel on a waterway your application should also be sent to the following responsible authority:	
Maritime & Coastguard Agency Liverpool Marine Office Hall Road West Crosby Liverpool L23 8SY	



LICENSING ACT 2003 FEES

1. PREMISES LICENCE

The fees payable for applying for a premises licence are based on non domestic rateable value (NDRV). There will also be an annual fee to cover inspections and enforcements – payable one year after the grant of the licence. Each band attracts a different level of annual fee.

BAND	A	B	C	D	E
NDRV	£0 - £4300	£4301 - £33000	£33001 - £87000	£87001 - £125000	£125000 and over
Initial Application Fee	£100	£190	£315	£450	£635
Annual Charge	£70	£180	£295	£320	£350

Premises in Bands D and E

A multiplier is applied to premises in bands D and E where they are exclusively or primarily in the business of selling alcohol.

BAND	D (x 2)	E (x 3)
City /Town Centre Pub Application Fee	900	1905
City/Town Centre Pub Annual Charge	640	1050

2. CLUB REGISTRATION CERTIFICATE

The fees payable for applying for a club premises certificate are based on non domestic rateable value (NDRV). There will also be an annual fee to cover inspections and enforcements – payable one year after the grant of the licence. Each band attracts a different level of annual fee.

BAND	A	B	C	D	E
NDRV	£0 - £4300	£4301 - £33000	£33001 - £87000	£87001 - £125000	£125000 and over
Initial Application Fee	£100	£190	£315	£450	£635
Annual Charge	£70	£180	£295	£320	£350

3. PERSONAL LICENCE

Grant or renewal

£37.00**4. TEMPORARY EVENT NOTICE (TEN)**

Temporary Event notice

£21.00

Additional premises fee for exceptionally large events.

Number in attendance at any one time	Additional fee
5,000 to 9,999	£1,000
10,000 to 14,999	£2,000
15,000 to 19,000	£4,000
20,000 to 29,000	£8,000
30,000 to 39,999	£16,000
40,000 to 49,999	£24,000
50,000 to 59,999	£32,000
60,000 to 69,999	£40,000
70,000 to 79,999	£48,000
80,000 to 89,999	£56,000
90,000 and over	£64,000

5. OTHER RELEVANT FEES

PREMISES	
Theft, loss, etc of premises licence or summary	£10.50
Application for a provisional statement where premises being built, etc	£195.00
Notification of change of name or address	£10.50
Application to vary licence to specify individual as premises supervisor	£23.00
Application for transfer of premises licence	£23.00
Interim authority notice following death etc of licence holder	£23.00
CLUBS	
Theft, loss etc of certificate or summary	£10.50
Notification of change of name or alteration of rules of club	£10.50
Change of relevant registered address of club	£10.50
TEMPORARY EVENTS	
Theft, loss etc of temporary event notice	£10.50
PERSONAL	
Theft, loss etc of personal licence	£10.50
Duty to notify change of name or address	£10.50
OTHER	
Right of freeholder etc to be notified of licensing matters	£21.00



Licensing Department
Shirehall, Abbey Foregate, Shrewsbury SY2 6ND

**Application to vary 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.

.....club applies for a club premises certificate under
(insert name of club)

section 84 of the Licensing Act 2003 for the premises named in Part 1 below

Club premises certificate number

Part 1 – Club premises details

Name of club	
Postal address of premises, if any, or, if none, ordnance survey map reference or description	
Post town	Post code
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	Post code
Daytime contact telephone number (if any)	
E-mail address (optional)	

Part 2 – Applicant details

Daytime contact telephone number (if any)

**E-mail address
(optional)**

**Current postal
Address if
different from
premises address**

Post town

Postcode

Part 3 – Variation

Please tick yes

Do you want the proposed variation to have effect as soon as possible?

If not do you want the variation to take effect from

Day Month Year

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If the club's proposed variation would mean that 5,000 or more people are expected to attend the premises an any one time, please state the number expected to attend

Please describe briefly the nature of the proposed variation. (Please read guidance note 1)

Part 4 – Club Operating Schedule

Please complete those parts of the Club Operating Schedule below which would be subject to change if this application to vary is successful.

What qualifying club activities do you intend to conduct on the club premises which will be affected by your application

Please tick ✓ Yes

Provision of regulated entertainment

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

Provision of entertainment facilities:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j)
(if ticking yes, fill in box K)

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 L)

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 L)

In all cases complete boxes M, N, O and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick [✓] (please read guidance note 2).	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick [✓] (please read guidance note 2).	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details here (please read guidance note 3)	
Day	Start	Finish		
Mon				
Tue				
Wed				State any seasonal variations for indoor sporting events (please read guidance note 4)
Thur				
Fri				Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)
Sat				
Sun				

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick [✓] (please read guidance note 2).	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick [✓] (please read guidance note 2).	Indoors	
Day Start Finish				Outdoors	
				Both	
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Wed			<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Thur					
Fri					
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick [✓] (please read guidance note 2).	Indoors	
Day Start Finish				Outdoors	
				Both	
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue			<u>State any seasonal variations for playing recorded music</u> (please read guidance note 4)		
Wed			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Thur					
Fri					
Sat					
Sun					

G

Performance of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick [✓] (please read guidance note 2).	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment you will be providing</u>		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick [✓] (please read guidance note 2).	Indoors	
				Outdoors	
				Both	
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for entertainment of similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Thur					

Fri			<u>Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)</u>
Sat			
Sun			

I

Provision of facilities for making music Standard days and timings (please read guidance note 6)			<u>Please give a description of facilities for making music you will be providing</u>		
Day	Start	Finish	<u>Will the facilities for making music be place indoors or outdoors or both – please tick [✓]</u> (please read guidance note 2).	Indoors	
					Outdoors
				Both	
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for the provision of facilities for making music</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)</u>		
Sat					
Sun					

J

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			<u>Will the facilities for dancing be indoors or outdoors or both – please tick [✓]</u> (please read guidance note 2).	Indoors	
					Outdoors
				Both	
Day	Start	Finish			
Mon			<u>Please give a description of the facilities for dancing you will be providing</u>		
Tue			<u>Please give further details here</u> (please read guidance note 3)		

Wed			<p><u>State any seasonal variations for providing dance facilities</u> (please read guidance note 4)</p>
Thur			
Fri			
Sat			<p><u>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</p>
Sun			

K

<p>Provision of facilities for entertainment of a similar description to that falling within I or J Standard days and timings (please read guidance note 6)</p>			<p><u>Please give a description of the type of entertainment facility you will be providing</u></p>		
Day	Start	Finish	<p>Will entertainment facility be indoors or outdoors or both – please tick [✓] (please read guidance note 2).</p>	Indoors	
				Outdoors	
				Both	
Mon			<p><u>Please give further details here</u> (please read guidance note 3)</p>		
Tue			<p><u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within I or J</u> (please read guidance note 4)</p>		
Wed			<p><u>Non standard timings. Where you intend to use the premises for provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</p>		
Thur					
Fri					
Sat					
Sun					

L

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption (Please tick ✓) (please read guidance note 7)	On the premises	
				Off the premises	
				Both	
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat			Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sun					

M

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)					
Day	Start	Finish						
Mon								
Tue								
Wed								
Thur						Non-standard timings. Where you intend to use the premises to be open to the members and guests at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri								
Sat								
Sun								

N

Please highlight any adult entertainment or services, activities, 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)

O

Please identify those conditions currently imposed on the certificate which you believe could be removed as a consequence of the proposed variation you are seeking

Please tick ✓

Yes I have enclosed the club premises certificate

I have enclosed the relevant part of the club premises certificate

If you have not ticked one of these boxes please fill in reasons for not including the licence, or part of it, below

Reasons why the club has failed to enclose the club premises certificate or relevant part of it

P

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)

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

Please tick ✓ yes

- I have made or enclosed payment of the fee
- I have sent copies of this application and the plan to the responsible authorities
- I understand that I must now advertise my application
- I have enclosed the club premises certificate or relevant part of it or explanation
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO 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 5 – Signatures (please read guidance note 10)

I (*insert full name*) _____ **make this application on behalf of the club and have authority to bind the club**

Signature

Date

Capacity

Address for correspondence associated with this application (please read guidance note 11)	
Post town	Post code
Telephone number	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	

This Authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this Authority for the prevention and detection of fraud. The Authority may also share this information with other bodies administering public funds for these purposes.

Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which would be relevant to the licensing objectives. Where your application included off-supplies of alcohol and provide a place for consumption of these off-supplies you must include a description of where the place is 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)
7. If the club wishes members and guests to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please give information about anything to occur at the premises or ancillary to the use of the premises which may give rise to concerns in respect of children, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
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 shall use to correspond with the club about this application.

PUBLIC SITE NOTICE

NOTICE IS HEREBY GIVEN that I / We

of

have made an application for a **variation to a club certificate** held at:

For the following days/hours:

	Licensable activities		Opening Hours	
	From:	To:	From:	To:
Mon				
Tues				
Wed				
Thurs				
Fri				
Sat				
Sun				

Or alterations to conditions, site plans as follows:

Any persons wishing to make comments must do so in writing to the Licensing Department, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND or e-mail licensing@shropshire.gov.uk **within 28 days** from the date of this notice. Applications can be viewed during normal office hours at the above address (www.shropshire.gov.uk).

Dated

It is an offence under Section 158 of the Licensing Act 2003, 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 is up to level 5 on the standard scale (£5,000).