

## Online application for a club premises certificate to be granted under the Licensing Act 2003



THE ROYAL BOROUGH OF  
**KENSINGTON  
AND CHELSEA**

Licensing Team, Council Offices, 37 Pembroke Road, London W8 6PW  
Telephone: 020 7341 5152 email: [licensing@rbkc.gov.uk](mailto:licensing@rbkc.gov.uk)

### PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING APPLICATION

Before completing this form please read the guidance notes attached to the form. Please ensure that your answers are typed in black. Some text boxes may have a limit on the number of characters. Where necessary please use additional sheets and upload them with your form.

**ALL FIELDS MARKED IN RED ARE MANDATORY AND MUST BE COMPLETED.**

Before submitting your application please save a copy to your desk top. Please ensure that you provide a valid email address.

.....  
*(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			
Postal address of premises or, if none, ordnance survey map reference or description			
Post Town		Postcode	
Telephone number (if any)			
E-mail address (optional)			

Name of person performing duties of a secretary to the club
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Address of person performing duties of a secretary to the club

Post Town

Postcode

Daytime contact telephone number (if any)

E-mail address (optional)

Non-domestic rateable value of premises

£

Are the club premises occupied and habitually used by the club?

Yes

No

## Part 2 – Club Operating Schedule

When do you want the club premises certificate to start?

DD

MM

YYYY

If you wish the certificate to be valid only for a limited period, when do you want it to end?

DD

MM

YYYY

**General description of club (please read guidance note 1) \*\*Limited characters – use separate sheet if necessary\*\***

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

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

Provision of regulated entertainment

**Please tick all that apply**

- 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 entertainment (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)

**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)

**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)

**In all cases complete boxes, K and L.**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3) <b>**Limited characters – use separate sheet if necessary**</b>		
Mon					
			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 4) <b>**Limited characters – use separate sheet if necessary**</b>		
Tue					
			<b><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></b> (please read guidance note 5) <b>**Limited characters – use separate sheet if necessary**</b>		
Wed					
Thur					
Fri					
Sat					
Sun					

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3) <b>**Limited characters – use separate sheet if necessary**</b>					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for the exhibition of film</u></b> (please read guidance note 4) <b>**Limited characters – use separate sheet if necessary**</b>		
Thur								
Fri						<b><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></b> (please read guidance note 5) <b>**Limited characters – use separate sheet if necessary**</b>		
Sat								
Sun								

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<b><u>Please give further details here</u></b> (please read guidance note 3) <b>**Limited characters – use separate sheet if necessary**</b>	
Day	Start	Finish		
Mon			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4) <b>**Limited characters – use separate sheet if            necessary**</b>	
Tue				
Wed				
Thur				<b><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></b> (please read guidance note 5) <b>**Limited characters – use separate sheet if necessary**</b>
Fri				
Sat				
Sun				

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3) <b>**Limited characters – use separate sheet if necessary**</b>		
Mon					
			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4) <b>**Limited characters – use separate sheet if necessary**</b>		
Tue					
			<b><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></b> (please read guidance note 5) <b>**Limited characters – use separate sheet if necessary**</b>		
Wed					
Thur					
Fri					
Sat					
Sun					

E

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3) <b>**Limited characters – use separate sheet if necessary**</b>		
Mon					
			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 4) <b>**Limited characters – use separate sheet if necessary**</b>		
Tue					
			<b><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></b> (please read guidance note 5) <b>**Limited characters – use separate sheet if necessary**</b>		
Wed					
Thur					
Fri					
Sat					
Sun					



F

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3) <b>**Limited characters – use separate sheet if necessary**</b>		
Mon					
			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 4) <b>**Limited characters – use separate sheet if necessary**</b>		
Tue					
			<b><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></b> (please read guidance note 5) <b>**Limited characters – use separate sheet if necessary**</b>		
Wed					
Thur					
Fri					
Sat					
Sun					

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3) <b>**Limited characters – use separate sheet if necessary**</b>		
Mon					
Tue					
Wed					
Thur					
			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4) <b>**Limited characters – use separate sheet if necessary**</b>		
Fri					
Sat					
			<b><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></b> (please read guidance note 5) <b>**Limited characters – use separate sheet if necessary**</b>		
Sun					

H

<p><b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)</p>			<p>Please give a description of the type of entertainment that the club will be providing <b>**Limited characters – use separate sheet if necessary**</b></p>		
Day	Start	Finish	<p><b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<p><b><u>Please give further details here</u></b> (please read guidance note 3) <b>**Limited characters – use separate sheet if necessary**</b></p>		
Wed					
Thur			<p><b><u>State any seasonal variations for this entertainment</u></b> (please read guidance note 4) <b>**Limited characters – use separate sheet if necessary**</b></p>		
Fri					
Sat			<p><b><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></b> (please read guidance note 5) <b>**Limited characters – use separate sheet if necessary**</b></p>		
Sun					

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b><u>Will the supply of alcohol be for consumption - please tick</u></b> (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>State any seasonal variations</u></b> (please read guidance note 4) <b>**Limited characters – use separate sheet if necessary**</b>		
Mon					
Tue					
Wed					
Thur			<b><u>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</u></b> (please read guidance note 5) <b>**Limited characters – use separate sheet if necessary**</b>		
Fri					
Sat					
Sun					

**J**

<b>Hours club premises are open to the members and guests</b> Standard days and timings (please read guidance note 6)			<b><u>State any seasonal variations</u></b> (please read guidance note 4) <b>**Limited characters – use separate sheet if necessary**</b>
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

**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)  
**\*\*Limited characters – use separate sheet if necessary\*\***

**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). **\*\*Limited characters – use separate sheet if necessary\*\***

**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)\*\*Limited characters – use separate sheet if necessary\*\***

**b) The prevention of crime and disorder) \*\*Limited characters – use separate sheet if necessary\*\***

**c) Public safety \*\*Limited characters – use separate sheet if necessary\*\***

A large, empty rectangular box with a black border, intended for handwritten notes related to the 'Public safety' category.

**d) The prevention of public nuisance \*\*Limited characters – use separate sheet if necessary\*\***

A large, empty rectangular box with a black border, intended for handwritten notes related to the 'The prevention of public nuisance' category.

**e) The protection of children from harm \*\*Limited characters – use separate sheet if necessary\*\***

**Checklist:**

**Please tick to indicate agreement**

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



**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

Part 3 – 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**

Signed

Date

Capacity

**Mandatory - Must be completed**

<b>Contact name and address (please read guidance note 11)</b>			
Post town		Post code	
Telephone number			
<b>Your email address</b>			

**Guidance notes are attached to the form.**

**Club Premises Certificates are determined by the non domestic rateable value (RV) of the premises.**

**To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)**

<b>Band A - No RV to £4,300</b>	<b>£100.00</b>
<b>Band B - £4,301 to £33,000</b>	<b>£190.00</b>
<b>Band C - £33,001 to £87,000</b>	<b>£315.00</b>
<b>Band D - £87,001 to £125,000</b>	<b>£450.00</b>
<b>Band E - £125,001 and above</b>	<b>£635.00</b>

**Now save your form and upload here**