

[Insert name and address of relevant licensing authority and its reference number (optional).]

**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.

SUNBURY CONSERVATIVE CLUB

(Insert name of club)

club applies for a club premises certificate under section 84 of the Licensing Act 2003 for the premises named in Part 1 below

Club premises certificate number

05/00232/LAPREC

Part 1 – Club premises details

Name of club SUNBURY CONSERVATIVE CLUB			
Postal address of premises, if any, or if none ordnance survey map reference or description Green Street, Sunbury on Thames, Surrey			
Post town	Sunbury	Postcode	TW16 6RA
Telephone number (if any)	01932 785108		
E-mail address (optional)	secretaryconclub@btinternet.com		

Name of person performing duties of a secretary to the club Keith David HOLMES			
Address of person performing duties of a secretary to the club 18 Cumberland Place Sunbury on Thames Surrey			
Post town	Sunbury	Postcode	TW16 6EP
Daytime contact telephone number (if any)	[REDACTED]		
E-mail address (optional)	[REDACTED]		

Part 2 – Applicant details

Daytime contact telephone number (if any)		[REDACTED]	
E-mail address (optional)		[REDACTED]	
Current postal address if different from premises address	18 Cumberland Place, Sunbury on Thames, Surrey		
Post town	Sunbury	Postcode	TW16 6EP

Part 3 - Variation

Please tick

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

 Yes
No

If not when do you want the variation to take effect from?

DD	MM	YYYY
[] []	[] []	[] [] [] []

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

The premises: consists of a single storey building with two bars, snooker room, a small office and a carpark that surrounds the building. The Club is covered by 24-hour CCTV. We have Sunbury Park to the rear of the club and just one bungalow nearby. On the other side are a group of modern houses.

Committee members provide security during member's functions. We have live entertainment and the variation is to extend our closing time to 01:30 hrs which includes drinking up time.

Light refreshments are offered during the member's function or entertainment. We actively encourage light refreshment i.e. tea, coffee and water during drinking up time.

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

N/A

Part 4 – Club Operating Schedule

Please complete those parts of the Club Operating Schedule 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?

Provision of regulated entertainment:

Please tick as appropriate

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

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, L and M

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>	
Day	Start	Finish		Outdoors	<input type="checkbox"/>	
				Both	<input type="checkbox"/>	
Mon			<u>Please give further details here</u> (please read guidance note 3) Live music from bands and solo artistes. Music will be amplified.			
Tue						
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)			
Thur	12:00			Christmas Eve	12:00	01:30
				Christmas Day	12:00 to 15:00	19:00 to 01:30
		01:00		New Year's Eve	12:00	02:00
Fri	12:00		<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)			
		01:00				
Sat	12:00					
		01:00				
Sun						

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 type="checkbox"/>
						Outdoors	<input type="checkbox"/>
Day	Start	Finish				Both	<input checked="" type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3) Recorded music played through the club’s central music centre and this will be amplified				
Tue							
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)				
Thur	12:00	01:00	Christmas Eve	12:00	01:30		
			Christmas Day	12:00 to 15:00	19:00 to 01:30		
			New Year’s Eve	12:00	02:00		
Fri	12:00	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)				
Sat	12:00	01:00					
Sun							

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"/>	
Day	Start	Finish		Outdoors	<input type="checkbox"/>	
				Both	<input type="checkbox"/>	
Mon			<u>Please give further details here</u> (please read guidance note 3) We do line dancing and Irish music and dancing nights. Amplified.			
Tue						
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)			
Thur	12:00			Christmas Eve	12:00	01:30
				Christmas Day	12:00 to 15:00	19:00 to 01:30
		01:00		New Year's Eve	12:00	02:00
Fri	12:00		<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)			
		01:00				
Sat	12:00					
		01:00				
Sun						

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		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3) No Change		
Wed					
Thur			<u>State any seasonal variations for this entertainment</u> (please read guidance note 4) No Change		
Fri					
Sat			<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) No Change		
Sun					

I

Supply of alcohol Standard days and timings (please read guidance note 6)			<u>Will the supply of alcohol be for consumption – please tick</u> (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	<u>State any seasonal variations</u> (please read guidance note 4)														
Mon			<table border="1"> <tr> <td>Christmas Eve</td> <td>12:00</td> <td>01:30</td> </tr> <tr> <td>Christmas Day</td> <td>12:00 to 15:00</td> <td>19:00 to 01:30</td> </tr> <tr> <td>New Year's Eve</td> <td>12:00</td> <td>02:00</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>			Christmas Eve	12:00	01:30	Christmas Day	12:00 to 15:00	19:00 to 01:30	New Year's Eve	12:00	02:00			
Christmas Eve	12:00	01:30															
Christmas Day	12:00 to 15:00	19:00 to 01:30															
New Year's Eve	12:00	02:00															
Tue																	
Wed																	
Thur	12:00	01:00	<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> (please read guidance note 5)														
Fri	12:00	01:00															
Sat	12:00	01:00															
Sun																	

J

Hours club premises are open to the members and guests Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4)		
			Christmas Eve	12:00	01:30
			Christmas Day	12:00 to 15:00	19:00 to 01:30
			New Year's Eve	12:00	02:00
Day	Start	Finish	<u>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</u> (please read guidance note 5)		
Mon	12:00	00:00			
Tue	12:00	00:00			
Wed	12:00	00:00			
Thur	12:00	01:30			
Fri	12:00	01:30			
Sat	12:00	01:30			
Sun	12:00	23:30			

K

<p>Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).</p> <p style="text-align: center;">No Change</p>
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L

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.

By removing the hour's restriction of 00:00 and replaced by 01:00 would give the club more flexibility for better planning of events.

To remove the embedded restrictions on the Licence.

Please tick as appropriate

- 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 certificate or part of it below

Reasons why the club has not enclosed the club premises certificate or relevant part of it:

The club premises certificate is currently in your possession.

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

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

All the officers and committee are fully aware of their obligation to prevent crime and disorder, children, public safety and nuisance.

b) The prevention of crime and disorder

CCTV is in operation 24 hours a day inside and outside of the club. On entertainment nights and on members functions we always have a person on the entrance door. We are registered under the Data Protection Act so any captured images would be admissible in court.

The committee members police the inside and carpark area.

c) Public safety

All fire exits are kept clear and marked. We limit the number of members and guests that we allow in by tickets.

Committee members will normally deal with any incident inside or out in the carpark.

This is a member's only club so all their details are on our Database which is web based. The member who books a function is responsible for the guests and ID

Light refreshment are encouraged during drinking up times.

d) The prevention of public nuisance

The music played at the club is fairly well suppressed due to the design of the building. Noise in the carpark area is kept to a minimum by the committee members.

All our outside facilities are away from the public highway which includes a smoking shelter.

e) The protection of children from harm

Children are only allowed in the club until 20:30 hrs. A request to the committee for children to stay longer can be sort and may be approved for an appropriate function.

No unaccompanied children allowed in.

Checklist:**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have sent copies of this application and the plan to 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 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 5 – Signatures (please read guidance note 10)

I Keith David HOLMES

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

Signature	Keith Holmes
Date	30/08/2016
Capacity	Secretary

Address for correspondence associated with this application (please read guidance note 11)

Sunbury Conservative Club
Green Street,
Sunbury on Thames,
Surrey.

Post town	Sunbury	Postcode	TW16 6RA
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Telephone number (if any)	01932 785108
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If you would prefer us to correspond with you by e mail, your e mail address (optional)
secretaryconclub@btinternet.com

Notes for Guidance

1. Describe the premises, For example the type of premises it is, its general situation and layout and any other information which would be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for people to consume these off-supplies, please include a description of where this 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.

Appendix B

4. For example (but not exclusively) where the activity will go on for an extra hour during 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 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 to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or 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 by someone with the authority to bind the club.
11. This is the address which we will use to correspond with the club about this application.