

**Online application to vary a club premises certificate to be granted under the Licensing Act 2003**



THE ROYAL BOROUGH OF  
**KENSINGTON  
AND CHELSEA**

Licensing Team, Royal Borough of Kensington and Chelsea - please visit our website [www.rbkc.gov.uk](http://www.rbkc.gov.uk) for our current postal address or contact us on 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 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		Postcode	
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		Postcode	
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

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

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (See guidance note 1)

Yes       No

**Please describe briefly the nature of the proposed variation (Please see guidance note 2)**  
**\*\*Limited characters – use separate sheet if necessary\*\***

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

#### **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 read guidance note 3)

**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 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)

**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**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 8)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 5) <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 6) <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 7) <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 8)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	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 5) <b>**Limited characters – use separate sheet if necessary**</b>		
Mon					
Tue			<b><u>State any seasonal variations for the exhibition of film</u></b> (please read guidance note 6) <b>**Limited characters – use separate sheet if necessary**</b>		
Wed					
Thur			<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 7) <b>**Limited characters – use separate sheet if necessary**</b>		
Fri					
Sat					
Sun					

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 8)			<b><u>Please give further details here</u></b> (please read guidance note 5) <b>**Limited characters – use separate sheet if necessary**</b>
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 6) <b>**Limited characters – use separate sheet if necessary**</b>
Wed			
Thur			
Fri			<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 7) <b>**Limited characters – use separate sheet if necessary**</b>
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 8)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 5) <b>**Limited characters – use separate sheet if necessary**</b>		
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 6) <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 boxing or wrestling entertainment at different times from those listed in the column on the left, please list</u></b> (please read guidance note 7) <b>**Limited characters – use separate sheet if necessary**</b>		
Sat					
Sun					

E

<b>Live music</b> Standard days and timings (please read guidance note 8)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	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 5) <b>**Limited characters – use separate sheet if necessary**</b>					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 6) <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 performance of live music at different times from those listed in the column on the left, please list</u></b> (please read guidance note 7) <b>**Limited characters – use separate sheet if necessary**</b>		
Sat								
Sun								

F

<b>Recorded music</b> Standard days and timings (please read guidance note 8)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	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 5) <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 6) <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 7) <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 8)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 5) <b>**Limited characters – use separate sheet if necessary**</b>		
Mon					
			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 6) <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 dance at different times from those listed in the column on the left, please list</u></b> (please read guidance note 7) <b>**Limited characters – use separate sheet if necessary**</b>		
Wed					
Thur					
Fri					
Sat					
Sun					

H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment that the club will be providing <b>**Limited characters – use separate sheet if necessary**</b>		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 5) <b>**Limited characters – use separate sheet if necessary**</b>		
Wed					
Thur					
Fri			<b><u>State any seasonal variations for this entertainment</u></b> (please read guidance note 6) <b>**Limited characters – use separate sheet if necessary**</b>		
Sat					
Sun					
			<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 7) <b>**Limited characters – use separate sheet if necessary**</b>		

I

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 8)			<b><u>Will the supply of alcohol be for consumption – please tick</u></b> (please read guidance note 9)	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 6) <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 7) <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 8)			<b>State any seasonal variations</b> (please read guidance note 6) <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 7) **\*\*Limited characters – use separate sheet if necessary\*\***

K

<p><b>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</b> (please read guidance note 10). <b>**Limited characters – use separate sheet if necessary**</b></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. **\*\*Limited characters – use separate sheet if necessary\*\***

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

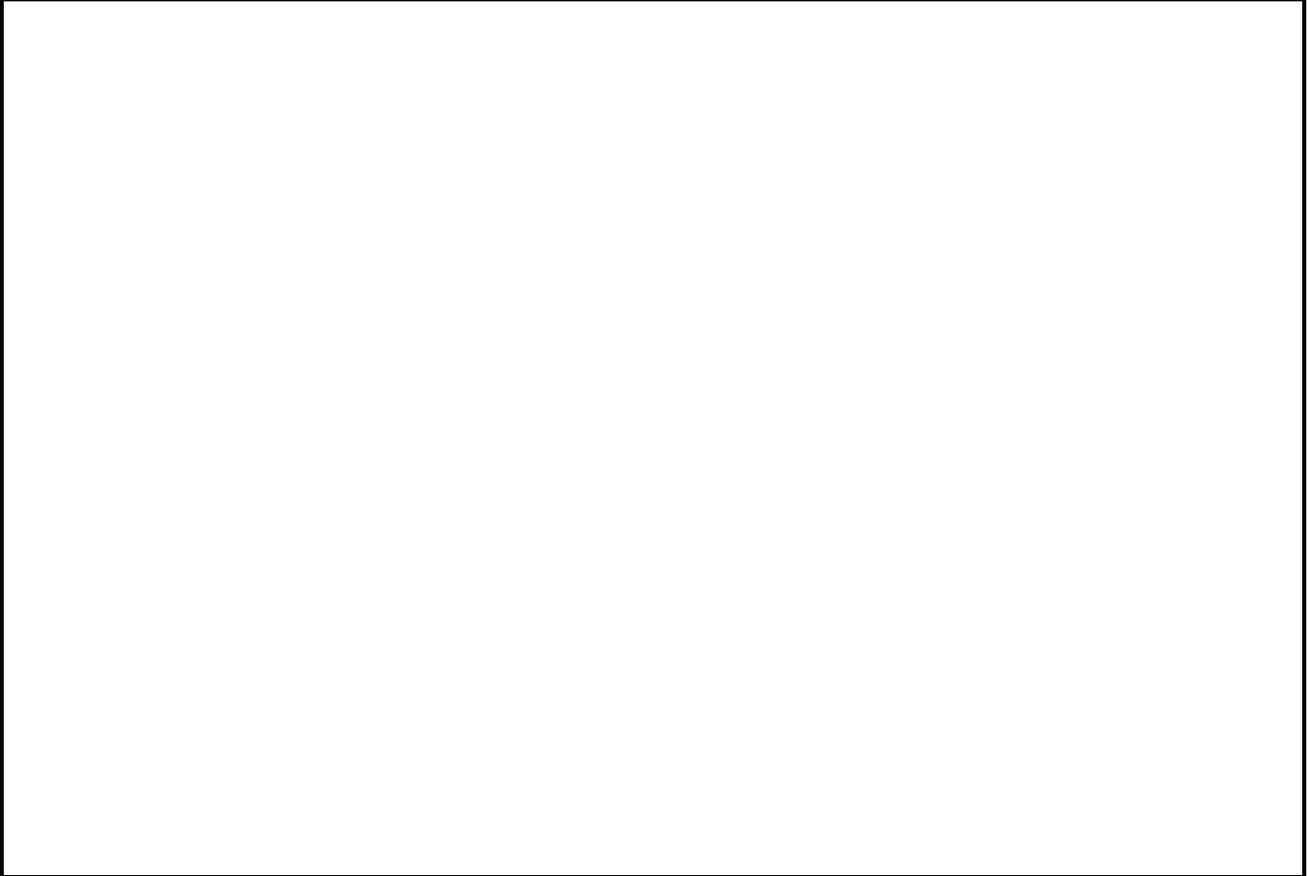
**M Describe the steps you intend to take to promote the four licensing objectives:**

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)**

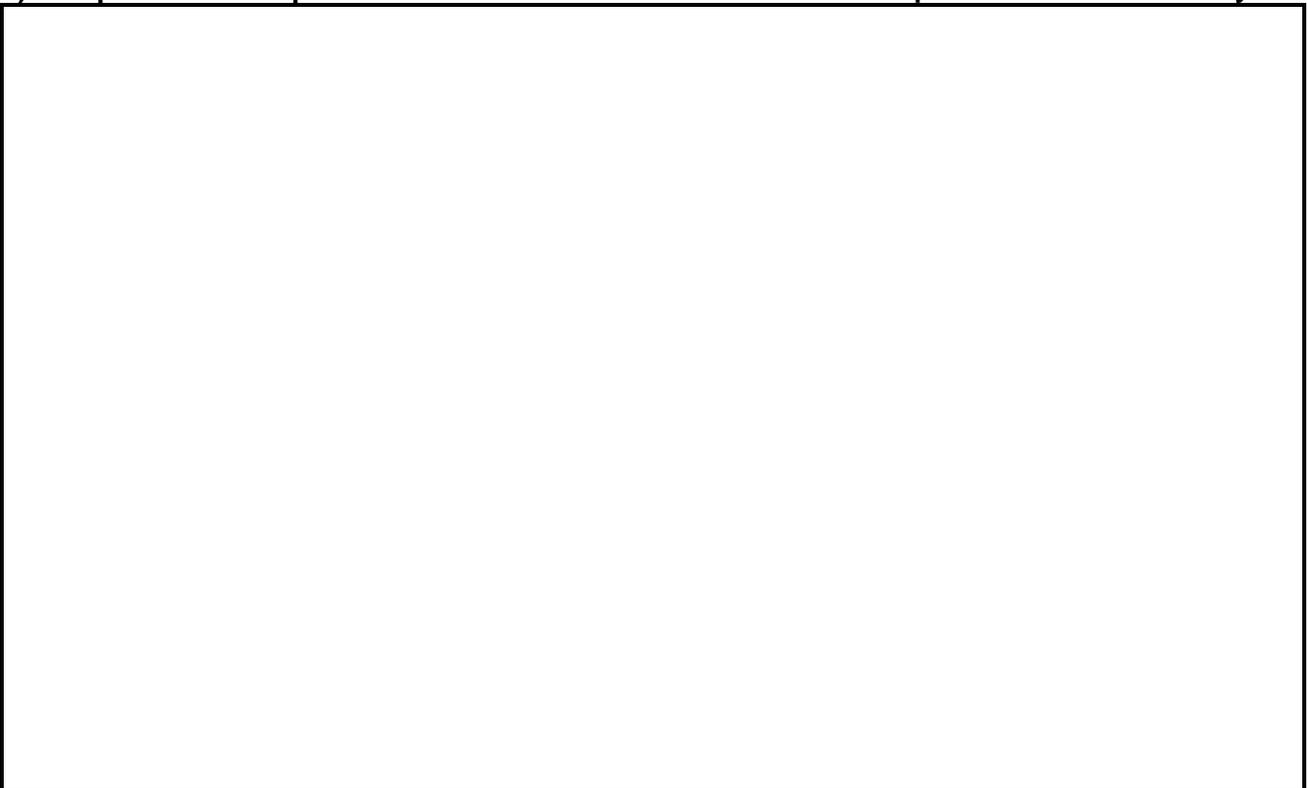
**\*\*Limited characters – use separate sheet if necessary\*\***

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

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



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



**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 sent copies of this application and the plan to responsible authorities (postal applications only).
- 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, 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 5 – Signatures (please read guidance note 12)

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**

Contact name and address (please read guidance note 13)			
<b>Post town</b>		<b>Postcode</b>	
<b>Telephone number</b>			
<b>Your email address</b>			

**Now save your form and upload here**

**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>