

Guidance for Club Premises Certificate applications

Advertising the application

Applications for the grant or variation of a Club Premises Certificate must be advertised in the two following ways.

Window Notice

By displaying a notice in at least one place at or on the site of the premises concerned for not less than **28 consecutive days** starting on the day following the submission of the application to the Council's Licensing Team. In the case of a premises covering an area of more than 50 metres square, a further notice must be displayed every fifty metres along the external perimeter of the premises abutting any highway.

The notice **must** contain the following information:

- The requested activities and the hours sought for each activity
- In the case of plan amendments, if this will entail an increase to the licensed area this **must** be made clear on the notice
- If the variation includes the removal or amending conditions, this must be included in the notice, stating which conditions are being removed or amended.
- Ensure that it is clear that what type of application is being made by marking on the notice whether it is a new grant or variation or a club premises certificate.

A copy of the window notice will need to be submitted as part of your application to ensure the correct information is being displayed. Please be advised if the notice is checked and found to contain errors or not displayed you will be asked to make the relevant amendments and restart the 28 day consultation period.

*(Please note that the Window Notice must be printed on **light blue paper** of at least **A4 size**. The text on the Notice must remain in a **Size 16 Times New Roman** font)*

Newspaper advertisement

You must publish a notice in a local newspaper circulating in the Kensington and Chelsea area on at least one occasion during the period of **10 working days** starting on the day after the day on which the application was submitted to this department.

Other information

Not later than the day the application is made, a copy of the application together with the plans and any other accompanying documentation, must also be given to the relevant responsible authorities. Please refer to the list of responsible

Guidance for Club Premises Certificate applications

authorities for further details of the notification requirements for the various types of application.

Proof of postage is not a legal requirement in any of these cases however applicants should note that officers of the Council's Licensing Team will conduct frequent spot-checks in order to ensure that the above authorities are kept apprised of all relevant applications.

The completed application form, together with the required fee and plans of the premises should be sent to the Licensing Team at Council Offices, 37 Pembroke Road, London W8 6PW. Fees for all applications are based on the ratable value of the property concerned. You may check this figure and the applicable fee by visiting our website at

<http://www.rbkc.gov.uk/environmentandtransport/licensing.aspx>

Cheques etc. should be made payable to the Royal Borough of Kensington & Chelsea. Payment may also be made by credit card, either in person at Council Offices at the above address or by telephone on 020 7341 5152.

Incomplete application forms will not be accepted under any circumstances and will be returned directly to the sender. Please also ensure that any plans submitted are in accordance with regulations; a checklist is enclosed for your convenience.