

Application for a club premises certificate under the Licensing Act 2003

(Form Last Revised May 2023)

Licensing Act 2003

LICENSING TEAM

Please read the following instructions, guidance notes at the end of the form and any guidance leaflets enclosed with this application before completing your application form.

1. If you are completing the form by hand please write legibly in **BLOCK CAPITALS** and write in **BLACK INK**.
2. In all cases ensure that your answers are inside the boxes. Use additional sheets as necessary.
3. Incomplete or inadequate applications will be rejected and will be required to be resubmitted to the Licensing Authority and all Responsible Authorities.

4. The application must be returned to:

The Licensing Team
East Lindsey District Council
The Hub
Mareham Road
Horncastle
Lincolnshire
LN9 6PH

(Email: licensing@e-lindsey.gov.uk)

with a copy (including all supporting documents) to all the Responsible Authorities.

5. A copy of your club rules must be attached to this application.
6. The application must be advertised on the premises and in the local newspaper.
7. The application must be accompanied by a scale plan of the premises (normally 1:100 scale) which meets the requirements.

Club Premises Certificate

A Club Premises Certificate is a specific type of authorisation, available only to members clubs. A certificate can authorise a club to carry on a combination of the following activities:

- the supply of alcohol by the club to club members;
- the sale of alcohol by the club to guests of members; and
- the provision of regulated entertainment (including plays, films, certain types of sports, music and dancing).

Club Premises Certificates offer several benefits to clubs over a Premises Licences, including the absence of a requirement to specify a Designated Premises Supervisor. Certificates are also exempt from some of the immediate closure powers available to the Police.

Club Premises Certificates only allow activities to be carried on for club members and their guests - they cannot be used for events which are open to the general public, nor for the hire of the club facilities to non-members for private functions. If the club wishes to run such events, either a Temporary Event Notice (for one-off events) or a Premises Licence (for regular events) must be held.

Qualifying Clubs

A club wishing to hold a Club Premises Certificate must satisfy a number of criteria, set out within the legislation. These criteria include the following:

- The club must have a formal membership system, with a period of at least two days between nomination/application for membership and admission as a member;
- The club must have at least 25 members; and
- The club must be established and conducted 'in good faith as a club'.

Further criteria apply if the club wishes to supply alcohol:

- Alcohol is to be supplied on the club's premises by (or on behalf of) the club only;
- The club must have an elected committee to oversee the purchase of alcohol, made up of adult members of the club; and
- No individual is to receive any benefit from making arrangements for the supply of alcohol on behalf of the club, unless the benefit is to the club as a whole.

Miners institutes, friendly societies and industrial & provident societies may be subject to different conditions to those set out above - please contact us for further information.

When assessing whether a club is conducted in good faith, a number of matters will be considered, including details of how the club purchases alcohol, shares information about its finances with its members, and controls its property and money.

These criteria will first be assessed during the initial application period, and then at regular intervals after a certificate has been granted, to ensure that the club continues to meet the requirements. The Licensing Authority has the power to withdraw a certificate if a club fails to meet all of the criteria.

What is Regulated Entertainment?

Regulated entertainment is entertainment provided in the presence of an audience, for the purpose of entertaining that audience.

Entertainment activities include

- The performance of a play.
- The exhibition of a film.
- An indoor sporting event.
- Boxing or wrestling.
- A performance of live music.
- Playing of recorded music.
- Performance of dance.
- Entertainment of a similar description (such as a karaoke).

There are a number of exemptions for certain types of live and recorded music, etc. Further information is available from the Licensing Team.

How Long is a Club Premises Certificate Valid?

A club premises certificate has effect until the certificate is revoked, suspended or surrendered.

How Much does a Club Premises Certificate Cost?

An application fee is payable on submission and if the certificate is granted an annual fee is charged. Fees are based on the rateable value of the premises to be licensed.

Please contact the Licensing Team by email if you want to check the fees (alternatively please refer to any guidance booklet enclosed with this application form).

Application Process

Applications must be made to East Lindsey District Council as the local Licensing Authority where the premises are situated. New grant applications must use this application form and be accompanied by any required fee, an operating schedule, a plan of the premises and a copy of the club rules.

An operating schedule will include details of:

- the licensable activities.
- the times when the activities will take place.
- whether any alcohol that is to be sold is for consumption on or off the premises or both.
- the steps proposed to be taken to promote the licensing objectives.
- any other required information.

You must give consideration to the local area and reflect this in your application. Further information is available in our club premises certificate guidance literature.

As well as the application form you will need to complete a club declaration form. The form is included in this application pack. The declaration indicates that your club complies with the qualifying rules in relation to a club premises certificate.

If representations (objections) are received in respect of the application, the Council may have to hold a Licensing Sub-Committee hearing (consisting of Councillors) to determine them.


Applications can also be made to vary a club premises certificate. The aforementioned application cannot be made on this form; you should contact the Licensing Team if you require the aforementioned form.

How Long Does it Take to Get a Club Premises Certificate?

The time taken depends on each individual application, however, the time period normally ranges from a minimum of one month (if no objections are received) up to three months (if objections are received).

When a club premises application is submitted, a 28 day statutory consultation period will follow. This allows time for Responsible Authorities (e.g. Lincolnshire Police and Lincolnshire Trading Standards) and other parties (e.g. local residents / businesses) to consider the application and make representation (i.e. in support of / in objection to) the application in line with the four licensing objectives:

- the prevention of crime and disorder.
- public safety.
- the prevention of public nuisance.
- the protection of children from harm.



The application must be advertised during the consultation period by way of a notice on the premises and a notice to be published in the local press. The Council will also advertise the application on its website.

If representations are made against an application which cannot be resolved through mediation, then the application will be heard by a Licensing Sub-Committee hearing. The hearing will normally be carried out within 20 working days from the end of the consultation period.

The Sub-Committee will consider the application before them and the representations and evidence it hears. The Sub-Committee can decide to grant the certificate as applied for, modify the conditions, exclude a licensable activity from the scope of the certificate or reject the certificate application.

If objections are received from Responsible Authorities and/or interested parties, then you must wait for the Council to determine the certificate application before any licensable activities can take place. Please note that the Licensing Team will always contact you as soon as possible after objections are received.

What Means of Redress are Available?

An appeal process is available to the applicant and those who made representation to an application, if they are not satisfied with the decision of the Licensing Sub-Committee.

The Licensing Authority issues a notice of decision to the applicant and anyone who made relevant representations (i.e. representations that were not deemed frivolous or vexatious). Appeals can also be made against new grant, variation and review applications.

Any appeal must be lodged at the local Magistrates' Court within 21 days of the date the applicant was informed of the Sub-Committee's decision.

What if the Club Wishes to Provide Gaming Machines at the Club Premises?

There are strict rules governing the type of alcohol licensed premises that may provide gaming machines ('fruit machines'). The grant of an alcohol Club Premises Certificate will not automatically entitle you to provide gaming machines. A separate gaming authorisation must be obtained from the Licensing Authority in order to provide gaming machines. Application forms and guidance literature are available by contacting the Licensing Team.

TO: The Licensing Team, East Lindsey District Council, The Hub, Mareham Road, Horncastle, Lincolnshire, LN9 6PH

I refer to the application for the grant of a club premises certificate under the Licensing Act 2003 and would confirm that a copy of the application has been forwarded to the following Responsible Authorities:

Licensing (Alcohol), Lincolnshire Police, Police Headquarters, PO Box 999, Lincoln, LN5 7PH (Email: countylicensinggroup@lincs.pnn.police.uk)

Health & Safety Team, East Lindsey District Council, The Hub, Mareham Road, Horncastle, Lincolnshire, LN9 6PH (Email: commercial.team@e-lindsey.gov.uk) (or the Health and Safety Executive (HSE) if the HSE are the relevant responsible authority in respect of the particular premise).

Environmental Health Team, East Lindsey District Council, The Hub, Mareham Road, Horncastle, Lincolnshire, LN9 6PH (Email: commercial.team@e-lindsey.gov.uk)

Development Control Team, East Lindsey District Council, The Hub, Mareham Road, Horncastle, Lincolnshire, LN9 6PH (Email: dev.control@e-lindsey.gov.uk)

CFP, Lincolnshire Fire & Rescue, Harlaxton Road, Grantham, NG31 7SG (Email: fire.safety@lincoln.fire-uk.org)

Lincolnshire Safeguarding Children Board, Lincolnshire County Council, Room 131, County Offices, Newland, Lincoln, LN1 1YL (Email: LSCB@lincolnshire.gov.uk)

Trading Standards Service, Lincolnshire County Council, Myle Cross Centre, Macauley Drive, St Giles, Lincoln, LN2 4EL (Email: tradingstandards@lincolnshire.gov.uk)

Health Improvement Team Manager, Mr Simon Gladwin, Programme Officer, (Substance Abuse), Public Health Division, Adult Care & Community Wellbeing, Room 3A, Orchard House, Orchard Street, LINCOLN, LN1 1BA (Telephone: 01522 552796) (Email: simon.gladwin@lincolnshire.gov.uk)

Other:

Signature:

Name:

Date:

The above copies must be sent to the Responsible Authorities on the same day the application is made to the Licensing Authority.



PART A

Declaration for a club premises certificate to be granted
under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING DECLARATION

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 Premises details

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

CLUB DECLARATION AS TO QUALIFYING CLUB STATUS

..... club makes the following
(Insert name of club)
declarations

- 1) Where the club to which this application relates is:
a registered society within the meaning of the Industrial and Provident Societies Act 1965;
a registered society within the meaning of the Friendly Societies Act 1974; or
a registered friendly society within the meaning of the Friendly Societies Act,
the club declares that the club satisfies:

Please tick ✓ Yes

Condition 1 in section 62(2) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 2 in section 62(3) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 4 in section 62(5) of the Licensing Act 2003

Does the club wish to supply alcohol to members and guests?
If yes the club declares that -

The purchase of alcohol for the club and the supply of alcohol by the club is under the control
of the members or of a committee appointed by the members

Please give relevant club rule number(s), if any

**2) Where the club to which this application relates is:
an association organised for the social well-being and recreation of persons employed in or
about coal mines, the club declares that the club satisfies:**

Please tick Yes

Condition 1 in section 62(2) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 2 in section 62(3) of the Licensing Act 2003

Please give relevant club rule number(s)

Does the club wish to supply alcohol to members and guests?
If yes the club declares that it satisfies -

First condition in section 66(4) of the Licensing Act 2003
Please give relevant club rule number(s), if any

Second condition in section 66(5) of the Licensing Act 2003
Please give relevant club rule number(s), if any

**3) Where the club to which this application relates does not fall into the categories
in 1 or 2 above, the club declares that the club satisfies:**

Please tick Yes

Condition 1 in section 62(2) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 2 in section 62(3) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 3 in section 62(4) of the Licensing Act 2003

The club's arrangements for restricting the club's freedom of purchase of alcohol are:

(a) contained in club rule number(s),

(b) or, as follows

(Please provide a short description)

The club's provisions by which money or property of the club or any gain arising from the carrying on of the club is or may be applied for charitable benevolent or political purposes are:

(a) contained in club rule number(s),

(b) or, as follows

(Please provide a short description)

The arrangements for giving members information about the finances of the club are:

(a) contained in club rule number(s),

(b) or, as follows

(Please provide a short description)

Please describe details of the books of account and other records kept to ensure the accuracy of the information about finances given to members of the club or give the relevant rule number(s)

Please tick Yes

Condition 4 in section 62(5) of the Licensing Act 2003

Condition 5 in section 62(6) of the Licensing Act 2003

The club proposes to supply alcohol to members and guests and declares that the club satisfies:

additional condition 1 in section 64(2) of the Licensing Act 2003

Please give relevant club rule number(s), if any

additional condition 2 in section 64(3) of the Licensing Act 2003

Please give relevant rule number(s), if any

additional condition 3 in section 64(4) of the Licensing Act 2003

Please give relevant club rule number(s), if any

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

I, make this declaration on behalf of the club and have authority to bind the club

Signature

.....

Date.....

Capacity

.....

Part B

Application for 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

(Insert name of club)

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	
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 club 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?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

General description of club (please read guidance note 1)

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

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

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 <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3).	Both		
Tue						
Wed				State any seasonal variations for performing plays (please read guidance note 4)		
Thur						
Fri			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 (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 <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
Tue						
Wed				State any seasonal variations for the exhibition of film (please read guidance note 4)		
Thur						
Fri			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 (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			State any seasonal variations for indoor sporting events (please read guidance note 4)
Tue			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 (please read guidance note 5)
Wed			
Thur			
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	
Day	Start	Finish	Indoors	
Mon			Outdoors	
			Both	
Tue				
Wed				
Thur				
Fri				
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 <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
Tue						
Wed				State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur						
Fri				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 (please read guidance note 5)		
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 <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
Tue						
Wed				State any seasonal variations for playing recorded music (please read guidance note 4)		
Thur						
Fri				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 (please read guidance note 5)		
Sat						
Sun						

G

Performances 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 <input checked="" type="checkbox"/> (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
Tue						
Wed				State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur						
Fri				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 (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)			Please give a description of the type of entertainment that the club will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick <input checked="" type="checkbox"/> (please read guidance note 2)	Indoor	
Mon				Please give further details here (please read guidance note 3)	Outdoor
			Both		
Tue					
Wed			State any seasonal variations for entertainment (please read guidance note 4)		
Thur					
Fri					

Sat			Non-standard timings. Where the club intends to use the premises for entertainment at different times from those listed in the column on the left, please list (please read guidance note 5)
Sun			

I

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box ✓) (please read guidance note 7)	On the premises <input type="checkbox"/>	<input type="checkbox"/>
Day	Start	Finish		Off the premises <input type="checkbox"/>	<input type="checkbox"/>
Mon			State any seasonal variations (please read guidance note 4)	Both <input type="checkbox"/>	<input type="checkbox"/>
Tue					
Wed					
Thur			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 (please read guidance note 5)		
Fri					
Sat					
Sun					

J

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 from those listed in the column on the left, please list. (please read guidance note 5)		
Fri					
Sat					

Sun			

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)

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)

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

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
- 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, LIABLE ON 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 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

Signature

.....

Date

.....

Capacity

.....

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

To be returned to: The Licensing Team, East Lindsey District Council, The Hub, Mareham Road, Horncastle, Lincolnshire, LN9 6PH
Copy to: all responsible authorities.

Your information will be processed in accordance with the law, in particular the Data Protection Act 2018. The information you provide will only be used for Council purposes unless we are required by law to do otherwise.

Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place 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.
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. (eg 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
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 to be able to do both please tick both.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc 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.
11. This is the address which we will use to correspond with the club about this application.

Data Protection Notice – Club Premises Certificate Application under the Licensing Act 2003

East Lindsey District Council is a Data Controller and can be contacted at: The Hub, Mareham Road, Horncastle, Lincolnshire, LN9 6PH Tel: 01507 601111

The Data Protection Officer for this Authority can be contacted at the same address.

We are collecting your personal data in order to process your licence application under the Licensing Act 2003 as we are the Licensing Authority.

Your personal data may be shared in the following ways as part of this application:

The Council may share personal information with the Police and the other Responsible Authorities as part of the licensing process. Any information sharing will be managed in accordance with relevant privacy and data protection legislation.

Your data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Some limited Club Premises Certificate information will be made available to the public as the Licensing Act 2003 requires us to maintain a Register of Licence & Certificate Applications.

In line with our retention policy your data will be kept for the period of time that you hold a certificate with this Authority and then for a further 6 years after your certificate expires. The data will then be deleted / destroyed.

We also keep data for six years from the resolution of an unsuccessful certificate application or the resolution of legal proceedings.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113

If you do not provide the information required on the form then we will not be able to process your Club Premises Certificate application.

For further information on our Data Protection Policies please go to our website: www.e-lindsey.gov.uk

If you would like this information
in a different format, please
contact us on 01507 601111.