

# Application to vary 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](mailto:licensing@e-lindsey.gov.uk))  
with a copy (including all supporting documents) to all the Responsible Authorities.
5. The application must be advertised on the premises and in the local newspaper.
6. Certain types of variation application must be accompanied by a scale plan (normally 1:100 scale) of the premises.

## Club Premises Certificate - Variation

This guidance is aimed at a Registered Club if they wish to vary a current Club Premises Certificate.

A Club which holds a Club Premises Certificate may apply to the relevant Licensing Authority for variation of the certificate, including.

- varying the hours during which a licensable activity is permitted;
- adding or removing qualifying club licensable activities;
- amending, adding or removing conditions within a certificate; and
- altering any aspect of the layout of the premises which is shown on the plan.

A variation cannot be used to vary a certificate so as to transfer the certificate from one premises to another.

If your proposed changes are relatively minor you may wish to consider making a minor variation application instead.

We advise you to speak to the Council's Licensing Team before making your application to vary a certificate.

## What is an Application to Vary?

If you already hold a Club Premises Certificate issued by East Lindsey District Council then you will have some form of authorisation to carry out one or more licensable activities. Under the legislation you can at any time make an application to vary your Club Premises Certificate to alter the terms of your certificate. You may wish to extend the hours you supply alcohol, or ask to have conditions removed from your existing certificate. You can also add a licensable activity that your current certificate does not authorise you to carry out.

It is also important to note that you will not be able to carry out the activities you have applied for until your application has been processed by the Licensing Authority. If your application receives representations during the application process this could take up to two months.

## Overview of the Application Process

On the application form you need to describe what steps you will take to promote the licensing objectives. When you send copies of your application to the Responsible Authorities they will look at this section to check whether you have taken sufficient steps to promote the licensing objectives. If one or more of the agencies are not satisfied with the content of this section your application may receive a representation.

The four licensing objectives are:

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

Your application may also need to include an updated plan. If you have an existing Club Premises Certificate then we will already have a plan of your premises on file. However, if your application to vary is going to lead to substantial changes to the nature of the Club Premises Certificate then we will expect you to submit a new plan with your application. For example, if you are adding a new licensable activity then this would require an updated plan showing where the new licensable activity will take place. If the variation just changes the hours of operation of your existing licensable activities then an amended plan may not be required. If you are not sure whether we will be expecting you to submit a new plan with your application to vary, please contact the Licensing Team.

When you send your application to the Licensing Authority and the Responsible Authorities you will then need to fulfil a 28 day notice period. This is a period of time when your application is advertised and when Responsible Authorities and other interested parties such as local residents can make representations to the Licensing Authority about your application.

If after this 28 day notice period your application has received no representations then your new certificate will be granted subject only to certain conditions which are consistent with the measures you volunteered within the operating schedule of your application form (plus any other mandatory conditions imposed by the Licensing Act 2003). If representations are received during the notice period then your application will go to a licensing hearing (consisting of Councillors).

Your new varied certificate (if granted) will remain in force from the date of issue indefinitely.

## 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.

## Advertising Your Application

When applying for a variation of a Club Premises Certificate, the Licensing Act 2003 requires you to advertise the application. The rules on advertising are strict and should be followed carefully.

You must display a notice about the application at or on the premises. The notice must be displayed for 28 days. The 28 days run from the day after you sent your application to the Council.

The notice must be on pale blue A4 paper, although it can be larger, with black lettering. The lettering must be at least in 16 font. Do not obscure the notice in any way or make it difficult to read. Others must be able to read the notice from outside the premises.

If the premises is more than 50 metres square you must place a notice, identical to the one described above, every 50 metres along the external perimeter of your premises where it touches the highway.

You must also publish a notice about your Club Premises Certificate variation. It must be placed with a local newspaper which covers the area where the premises is located. The notice should appear within 10 working days of your application being sent to the Council. It must contain the same information as the notice placed on your premises but does not need to have the same lettering, dimensions, font size or colouring.

The Council will also advertise the variation application on its website ([www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)).

## How Much does a Club Premises Certificate Variation Cost?

The fee to accompany your application is based on the non-domestic rateable value of your premises. Further information is available from the Licensing Team.

The Valuation Office Agency (VOA) has compiled a list of rateable values, which can be found on their website [www.gov.uk/find-business-rates](http://www.gov.uk/find-business-rates). All you have to do is enter the billing authority, East Lindsey, and then the address of your premises to find the valuation.

## Alcohol Licensed Premises - What if I Wish to Provide Gaming Machines at the Premises?

There are strict rules governing the type of alcohol licensed premises that may provide gaming machines ('fruit machines'). The grant of an alcohol premises licence 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 variation 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](mailto: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](mailto: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](mailto: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](mailto:dev.control@e-lindsey.gov.uk))

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

**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.

-----  
*(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**

<b>Club premises certificate number</b>
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**Part 1 – Club premises details**

<b>Name of club</b>
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<b>Postal address of premises, if any, or if none ordnance survey map reference or description</b>
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<b>Post Town</b>		<b>Postcode</b>	
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<b>Telephone number (if any)</b>	
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<b>E-mail address (optional)</b>	
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<b>Name of person performing duties of a secretary to the club</b>
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<b>Address of person performing duties of a secretary to the club</b>
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<b>Post Town</b>		<b>Postcode</b>	
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<b>Daytime contact telephone number (if any)</b>	
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<b>E-mail address (optional)</b>	
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**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 Yes No

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

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

Day Month Year  

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**Please describe briefly the nature of the proposed variation (Please see guidance note 2)**

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 tick yes

- 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

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)	Both	<input type="checkbox"/>
Tue					
Wed			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 5)		
Thur					
Fri			<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 6)		
Sat					
Sun					

**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	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 4)		
Mon					
Tue					
Wed					
Thur					
			<b><u>State any seasonal variations for the exhibition of film</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					
			<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 6)		

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details here</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Tue			<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 6)
Wed			
Thur			
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)	Both	<input type="checkbox"/>
Tue			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Wed			<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 6)		
Thur					
Fri					
Sat					
Sun					

**E**

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	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 4)		
Mon					
Tue					
			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)		
Wed					
Thur					
			<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 6)		
Fri					
Sat					
Sun					

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	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 4)		
Mon					
Tue					
Wed					
Thur					
			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					
			<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 6)		

# G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)	Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 4)	Both	<input type="checkbox"/>
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)	Both	<input type="checkbox"/>
Thur			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)	Both	<input type="checkbox"/>
Fri			<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 6)	Both	<input type="checkbox"/>
Sat			<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 6)	Both	<input type="checkbox"/>
Sun			<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 6)	Both	<input type="checkbox"/>

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			<b><u>Please give a description of the type of entertainment that the club will be providing</u></b>		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	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 4)		
Wed					
Thur			<b><u>State any seasonal variations for this entertainment</u></b> (please read guidance note 5)		
Fri					
Sat			<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 6)		
Sun					



I

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption (Please tick box)</b> (please read guidance note 8)	On the premises	<input type="checkbox"/>
Day	Start	Finish		Off the premises	<input type="checkbox"/>
Mon			<b>State any seasonal variations</b> (please read guidance note 5)	Both	<input type="checkbox"/>
Tue					
Wed					
Thur			<b>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</b> (please read guidance note 6)		
Fri					
Sat					
Sun					



## K

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 9)

## 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

Please tick yes

- 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 failed to enclose the club premises certificate or relevant part of it

**M 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 10)

**b) The prevention of crime and disorder**

**c) Public safety**

**d) The prevention of public nuisance**

**e) The protection of children from harm**

**Please tick yes**

- I have made or enclosed payment of the fee
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy
- 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 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**

**Part 5 – Signatures** (please read guidance note 11)

I .....  
(Insert full name)

**make this application on behalf of the club and have authority to bind the club**

Signature	
Date	
Capacity	

<b>Address for correspondence associated with this application</b> (please read guidance note 12)			
<b>Post town</b>		<b>Post code</b>	
<b>Telephone number (if any)</b>			
<b>If you would prefer us to correspond with you by e mail your e mail address (optional)</b>			

## Notes for Guidance

1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.
2. 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.
3. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
4. 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.
5. For example (but not exclusively) where the activity will go on for an extra hour during summer months.
6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
7. Please give timings in 24 hour clock. (eg 16:00)
8. If the club wishes members and their guests to be able to consume alcohol on the premises please tick on. If the club wishes people to be able to purchase alcohol to consume away from the premises please tick off. If the club wishes people to be able to do both please tick both.
9. 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 etc gambling machines etc
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed by someone with the authority to bind the club.
12. 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](http://www.e-lindsey.gov.uk)

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

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