

CRAWLEY BOROUGH COUNCIL

**Licensing Section
The Boulevard
Town Hall
Crawley
West Sussex
RH10 1UZ**

LICENSING ACT 2003 **Application to vary Club Premise Certificate** **Guidance Notes**

When would I need to apply to vary a Club Premises Certificate?

If you are proposing to;

- Extend the hours of licensable activities (Supply of Alcohol, Late Night Refreshment or Regulated Entertainment)
- Apply for extra licensable activities to take place on the premises
- If the premises is altered in any way (Substantial change will require an application for a new premises licence)
- Remove conditions attached to the licence
- Add conditions to the licence

If you are applying to change the registered address, the name of the club or alter the club rules, please contact the Licensing Authority.

How do I apply to vary the Club Premises Certificate?

An application to vary the Club Premises Certificate must be accompanied by;

- A completed application form
- Fee – based on the rateable value of the premises
- Plan of the Premises (this is only required if the variation includes an alteration to the premises)
- The Club Premises Certificate, or if that is not practicable a statement for the reasons for the failure to provide the licence (or part)

Are there any other requirements?

Yes, the following need to be completed;

(1) Advertise your application:

The person making the application shall advertise the proposed variation for a period of 28 days, a template of what the notice should look like is contained in this pack, this notice is required to be on the premises and published in a local newspaper (Crawley Observer or Crawley News).

Advertising the application allows local residents and business to make representations to the Local Authority for or against the variation being granted.

Please note there are certain regulations with regard to advertising, which must be complied with, these, are -

- a) The notice must be displayed on the premises where it can be read from the exterior of the premise, if your premise covers an area of more than fifty square meters further notices need to be displayed on the external perimeter.
- b) The notice is of a size equal or larger than A4, of a pale blue colour, printed legibly in black ink or typed in black in a font of a size equal to or larger than 16.
- c) The notice on the premises must be displayed for a period of no less than 28 consecutive days starting on the day after the day on which the application was given to the licensing authority.
- d) The notice shall be published in a local newspaper on at least one occasion during the period of ten working days starting on the day after the day on which the application was given to the licensing authority.

The notice must also state the following:

- a) The name of the applicant or club.
- b) The postal address of the premises
- c) The postal address and, where applicable, the worldwide web address where the register is kept. (www.crawley.gov.uk/licensing, Licensing section, Crawley Borough Council, Town Hall, The Boulevard, Crawley)
- d) The date by which an interested party or responsible authority may make representations to the relevant licensing authority. (To work this out – decide the date the application will be submitted to the Licensing Section and add on 29 days, enter this date onto the notice)
- e) That representations shall be made in writing; and that it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence.

(2) Submit a copy of the application form, plan (if necessary) and relevant documents to the following responsible bodies -

Responsible bodies includes public bodies such as the Police Authority, Fire Authority, Trading Standards, Child Protection Unit and statutory bodies such as, Environmental Health, Planning and Health & Safety divisions.

The person making the application shall give a copy of the application with its accompanying documents to each responsible authority, on the same day as the application is given to the licensing authority.

The licensing authority will act as an agent on behalf of the statutory bodies such as, Environmental Health, Planning and Health & Safety divisions.

This allows the responsible bodies to make representations for or against your application. All responsible bodies must receive the application on the same day as the Licensing Authority.

Therefore, a completed application should be submitted to the following Bodies;

- The Licensing Authority, Crawley Borough Council, Town Hall, The Boulevard, West Sussex, RH10 1UZ
- The Police Authority, Horsham Police Station, Hurst Road, Horsham, West Sussex RH12 2DJ
- The Fire Authority, Crawley District Office, Ifield Avenue, Crawley, West Sussex RH11 7AJ
- Trading Standards, Centenary House, Durrington Lane, Worthing, East Sussex BN1 3 2QB
- Child Protection Unit, West Sussex County Council, Durban House, South Bersted Business Park, Durban Road, Bognor Regis, West Sussex, PO22 9RE

Please note that failing to advertise the application or failure to submit the application to all the responsible authorities may result in your application being returned by the Licensing Authority.

What happens if a representation is received against the application?

If the licensing authority considers that the representations are relevant it must hold a hearing to consider those representations (unless all agree that this is unnecessary). The licensing authority will then have choices as to how it proceeds depending upon what is necessary for the promotion of the licensing objectives. It may: Modify the conditions on the licence

- To reject the whole or part of the application

Further information can be obtained from:

**Crawley Borough Council
Licensing Authority
01293 438279
www.crawley.gov.uk**

**Department of Culture Media & Sport
Public Enquiries – 020 7211 6200
www.culture.gov.uk**