

For Official use only.
Ref:



**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.

Leonard Stanley Social Club

(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

09/00502/LACPV

Part 1 – Club premises details

Name of club

Leonard Stanley Social Club

Postal address of premises, if any, or if none ordnance survey map reference or description

Leonard Stanley Social Club
Marsh Road
Leonard Stanley
Stonehouse
Glos

Post Town

Stonehouse

Postcode

GL10 3NH

Telephone number (if any)

E-mail address (optional)

Name of person performing duties of a secretary to the club Nadine Phillips			
Address of person performing duties of a secretary to the club [REDACTED] [REDACTED] [REDACTED]			
Post Town	[REDACTED]	Postcode	[REDACTED]
Daytime contact telephone number (if any)	[REDACTED]		
E-mail address (optional)	[REDACTED]		

Part 2 – Applicant details

Daytime contact telephone number (if any)	[REDACTED]		
E-mail address (optional)	[REDACTED]		
Current postal address if different from premises address	[REDACTED]		
Post Town	[REDACTED]	Postcode	[REDACTED]

Part 3 - Variation

Please tick yes

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

Yes

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

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

Please describe briefly the nature of the proposed variation (Please see guidance note 1)

- Leonard Stanley Social Club is situated within premises it shares with Leonard Stanley Village Hall.
- The social club holds a club premises licence and the village hall holds a premises licence.
- The social club wishes to extend its club premises licence so the area covered under the licence includes the village hall (Kingston Room) as well as the existing social club premises area.
- This is to allow social club members/ and or the social club to book the village hall for use for events or functions. For example a quiz or music night or a family party.
- The supply of alcohol at these events would only be to members of the social club and their guests.
- Village hall hosted events would continue to be organized and hosted by the village hall and utilize their own premises licence for the sale of alcohol.
- We would expect these events to not number more than 20 occasions within the calendar year.
- Events would be expected to be in the evening 18.00 to 00.00 at weekends (Fridays or Saturdays) Sundays and bank holidays would be afternoon 12.00 to evening 22.00.
- The timings shown here are to comply with the village hall operating hours.
- The capacity of the village hall Kingston room is limited to 80 people.
- No changes are intended to the hours or permissions to the existing club premises certificate.
- Sections E/F/I/H/J all related to events hosted by the social club or its members within the village hall area.

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

n/a

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 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Thur					
Fri			<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> (please read guidance note 5)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the exhibition of film</u> (please read guidance note 4)		
Thur					
Fri			<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> (please read guidance note 5)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details here</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			
Fri			<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> (please read guidance note 5)
Sat			
Sun			

D

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

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3) Live music events would include bands / singers.		
Mon					
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Thur					
Fri	14.30	23.30	<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> (please read guidance note 5) Christmas Eve & New Years Eve 12.00 to 02.00 Bank holiday 12.00 to 22.30		
Sat	12.00	23.30			
Sun	12.00	21.30			

F

Recorded music Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
Thur					
Fri	14.30	23.30	<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> (please read guidance note 5) Christmas Eve & New Years Eve 12.00 to 02.00 Other Bank Holiday 12.00 to 22.30		
Sat	12.00	23.30.			
Sun	12.00	21.30			

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Thur					
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 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)			<u>Please give a description of the type of entertainment that the club will be providing</u>		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<u>Please give further details here</u> (please read guidance note 3)		
Wed					
Thur					
Fri			<u>State any seasonal variations for this entertainment</u> (please read guidance note 4)		
Sat					
Sun					
			<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> (please read guidance note 5)		

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 checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur					
Fri	14.30	23.30			
Sat	12.00	23.30			
Sun	12.00	21.30	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) Christmas Eve and New Years eve supply of alcohol extended to 02.00. Bank Holiday supply of alcohol to 22.30		

J

Hours club premises are open to the members and guests Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri	14.30	00.00	
Sat	12.00	00.00	
Sun	12.00	22.00	<u>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</u> (please read guidance note 5) Christmas Eve and New Years eve opening hours extended to 02.30 Bank holidays 23.00

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 8)

The village hall and Social club do not permit adult entertainment, there are no gambling machines.

All children are required under club rules to only be permitted to the club whilst accompanied & supervised at all times by a parent or responsible adult.

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

Annex 3 point 5 on existing club premises licence - "Leaflets giving notice of the event distributed to immediate neighbours"

We would like to remove this point for the following reasons :

- Functions will not run beyond 00.00 to comply with the village hall operating hours (with the exception of Christmas Eve & New Years Eve)
- Leafletting is not practical or environmentally friendly.
- Where any events are held where we believe there is the potential for noise complaints e.g. live music or discos the club chair speaks directly/phones/ texts the immediate neighbour, where we have developed a good working relationship.
- We intend to continue to do this for any events hosted in the village hall.

There are no other conditions that we believe should be removed as we are applying for the licenced area to be extended to cover the village hall area for the supply of alcohol to members.

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 9)

Wind down time where last orders are called 30mins before closing so no further alcohol is served.

CCTV to monitor the club but also if required to allow committee members to speak via loud speaker through the CCTV system directly to staff or club members to prevent issues if required.

Children must be accompanied & supervised at all times by a parent/ responsible adult.

b) The prevention of crime and disorder

CCTV is installed within the club, along the shared corridor with the village hall through to the kitchen and toilets and outside the club by the outside seating & car park area.

CCTV can be viewed remotely by committee members if off the club premises and an incident occurs. Allowing for expedient action.

Club is fully alarmed & all keys are locked away in a key safe.

Anti social behaviour by members or their guests is not tolerated and those members will be suspended or barred.

Zero tolerance to members or their guests who undertake any illegal activity in the premises of the club.

The social club management committee reserves the right to decline membership to individuals where we believe they may cause nuisance to other members, their guests or our neighbours.

c) Public safety

Bar staff training – manual handling, basic health and safety, food hygiene licence, licencing obligation i.e. refusing to serve members or asking them to go home. Training to challenge anyone who doesn't look under 25 and request ID.

Ipad with members details so staff can challenge whether someone hold valid membership.

Photos of any banned / barred members are kept behind the bar for staff reference.

All visitors are required to sign in providing their full name and address and the name of the member that signed them in.

Whatsapp bar staff and committee groups so staff managing the bar can request advice from another member of the team.

Only the duty bar staff are allowed behind the bar and in the cellar area.

d) The prevention of public nuisance

Signage both inside the club and on the tables for outdoor seating an outside fence requesting noise be kept down and to be respectful and mindful of our neighbours.

No drinks are allowed outside after 10pm to keep noise nuisance to a minimum.

Outside drinking is restricted to the designated licenced area.

Doors and windows kept shut to contain noise.

Outside bins to keep litter down.

We have cleaners every morning who empty outside bins and clear away litter outside, in the car park area and designated outside area.

Car parking to prevent club members blocking neighbours' driveways.

e) The protection of children from harm

Children are not permitted into the club unless they are both supervised & accompanied at all times by a parent or responsible adult.

CCTV throughout the club.

Please tick yes

- I have made or enclosed payment of the fee
- 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 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 10)

Privacy Notice

The Licensing Service will store your personal data and share it with other agencies in accordance with Stroud District Council's privacy policy Please see the Council's website www.stroud.gov.uk/privacynotice. Section 1 to 10 is the Council's general privacy notice and section 15 gives details for the Licensing Service.

I Nadine Phillips

(Insert full name)

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

Signature	
Date	
Capacity	Club Secretary

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