

# **Guidelines for Clubs Regarding Club Premises Certificates**

**Find out here about the administrative duties and obligations placed on clubs as regards a club premises certificate issued under the Licensing Act 2003.**

## **Composition of a club premises certificate**

Club premises documentation is provided in two separate parts - the main certificate and a summary document.

The main certificate (or a certified copy) must be kept at the premises to which it relates. This should be kept in a safe and secure place under the control of the secretary or a person nominated for that purpose. The summary document (or a certified copy) must be prominently displayed at/on the premises concerned. Please note that failure to display the summary and/or keep the certificate on the premises is an offence.

## **Scope of a club premises certificate**

A club premises certificate simply allows specified club activities to take place at the premises during the times and on the dates specified therein. The certificate does not imply approval under any other legislation or activity controlled or regulated by this or any other authority.

## **Surrender of club premises certificate**

If a club no longer wishes to hold the club premises certificate the club must return it to us with formal notification to this effect.

## **Theft, loss and so on of club premises documents**

If any part of your club premises documentation is lost, stolen, damaged and/or destroyed, the club may apply to this authority (the 'issuing authority') for a copy. A fee is payable for document replacement.

Please note that we can only issue replacement documentation if satisfied that the certificate or summary has been lost, stolen, damaged or destroyed. In the case of documents that are lost or stolen, we can only issue replacement documents if the loss or theft has been reported to the police.

## **Duty to notify certain changes**

Where the club changes its name or registered address and/or makes an alteration to the rules of the club, the secretary of the club must notify us of the change(s) within 28 days of the change taking effect. Failure to do so is an offence.

## **Variation of club premises certificate**

The club may at any time apply to vary the club premises certificate (e.g. vary permitted hours, vary the type of entertainment provided etc.).

Application forms for variation are available on request. Please note that a fee is payable for any such application.

## **Review of a club premises certificate**

Under the provisions of the Licensing Act 2003, any 'interested party', 'responsible authority' or member of the club may apply for a review of the club premises certificate at any time. Applications for review may result in a hearing of our Licensing Sub Committee and may subsequently result in modification, suspension and/or withdrawal of the club premises certificate.

The 'responsible authorities' include the Police, Fire Authority, the Health & Safety Authority, Environmental Health, Trading Standards, Planning and Social Services.

'Interested parties' include local residents and businesses and/or their representatives.

### **Duty to produce a licence**

A police constable or authorised officer of the licensing authority may require the club to produce the club premises certificate for examination. Failure to produce the required documentation (or certified copy) is an offence.

### **Duty to comply with licence conditions**

Proper operation of the certificate obviously relies on compliance with its terms and conditions, which are legally enforceable. It is strongly recommended that members of the club committee familiarise themselves with them. Failure to comply with the conditions may result in legal action against the club and/or review of the certificate.

### **Annual payments of fees**

For club premises certificates that continue indefinitely (until withdrawn or suspended), there is an annual fee payment that must be made to this authority. Whilst we will endeavour to contact the clubs holding these certificates before the due date, the fee will become due on the 12 monthly anniversary of the date of issue.

The amount payable as an annual fee is based upon the non-domestic rateable value of the premises concerned. The current band of annual fees can be found on our fees and charges lists (see link on the right).

NB: The requirement to pay an annual fee does not apply to any school or college that holds a club premises certificate permitting only the provision of regulated entertainment, where the entertainment is provided for and on behalf of the purposes of the institution.

Similarly, the requirement to pay an annual fee does not apply to premises that hold a club premises certificate permitting only the provision of regulated entertainment and are or form part of a church hall, chapel hall, village hall, parish hall, community hall or other similar building.

### **Renewal of a club premises certificate**

Unless a certificate has been requested for a limited period, a club premises certificate remains valid indefinitely until withdrawn or suspended. Accordingly, subject to an annual payment (see above), there will be no need to renew a club premises certificate.