

Club Premises Proforma

This proforma should be used when applying for a premises licence to replace a club premises certificate where the club committee has agreed to expand their activities to include non-member usage of the premises. Please use the spaces available insert any comments as necessary.

Please complete the details below:

Applicant name:	BURLY CONSERVATIVE CLUB	
Business name:	AS ABOVE	
Business address:	BANKFIELD HOUSE BANKFIELD GARDENS BURLY LEEDS	Postcode: LS4 2JS

Delete as appropriate

1.	Have your club members been consulted. What was the outcome of the vote?	Yes / No FAVOUR
2.	If the application for a premises licence is granted, is it still the intention to run the premises under the same terms as a club? Will it be managed by a committee on behalf of the club members? Will the club rules remain?	Yes / No Yes / No Yes / No
3.	If the application for a premises licence is granted is it the intention of the club to surrender the current Club Premises Certificate to the licensing authority?	Yes / No
4.	Your current club premises certificate allows only club members, associate members and their guests to use the club facilities at all times. Please indicate which option best describes how the club will be run if the premises licence is issued: a) To allow members of the public (in addition to club members, associate members and their guests) to use the club facilities ONLY for occasional non-member functions organised by the club in either all or part of the premises. This will mean the club will mainly continue to operate as it did before this application was made? b) To allow members of the public (in addition to club members, associate members and their guests) to use the club facilities frequently and extensively, in either all or part of the premises. This will mean the club will change the way it operates significantly.	Yes / No Yes No

	c) To open up the club facilities completely to allow anybody to use them, and with no membership structure?	Yes / No
5.	If the answer to question 4 is (a) will the club then accept the following measures to be incorporated within the operating schedule and appear as conditions on the new premises licence, in order to promote the licensing objectives?	

No licensable activities authorised by the premises licence, shall be offered at any time in any part of the club premises, other than to: a) A member of the club, a guest of a member, associate members and their guests b) All other persons attending bona fide functions, which have been organised with and authorised by the management committee of the club in advance c) All other persons attending recreational / sporting events taking place on the club premises or within the grounds of the club.	Yes / No
There will be rules of the club for the election of club members and other matters which are at the discretion of the clubs management committee, to be made available on request to an officer of the Licensing Authority or a Police Officer.	Yes / No
A list of names and addresses of all members of the club shall be kept on the premises, to be produced at any time if requested by an officer of the Licensing Authority or a Police Officer.	Yes / No

6.	If 4(b) or 4(c) is more appropriate to your proposed operation, it is suggested that you consider the range of more extensive measures set out in the risk assessment proforma for premises licences which is included in your application pack.
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Declaration		
I, being the applicant for the premises licence, confirm that the answers above reflect the proposed operation of the premises under a new premises licence. I agree / disagree that the control measures may be incorporated in to my application (delete as appropriate).		
Print Name:	Signed:	Dated: 7-10-21

Please return completed pages 3 and 4 with your application form