

Declaration for a club premises certificate to be granted under the LA 2003 and application for a club premises certificate

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING DECLARATION

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.

Club Premises details

Name of club Phoenix Club Ltd	
Postal address of club, if any, or, if none, ordnance survey map reference or description The Westbury Community Centre Oliver Road Bury St Edmunds Suffolk	
Post Town Bury St Edmunds	Postcode IP33 3JG
Telephone number (if any)	
E-mail (optional)	

CLUB DECLARATION AS TO QUALIFYING CLUB STATUS

Phoenix Social Club Ltd

(Insert name of club)

club makes the following declarations

- 1) **Where the club to which this application relates is:**
a registered society within the meaning of the Industrial and Provident Societies Act 1965, a registered society within the meaning of the Friendly Societies Act 1974 or a registered friendly society within the meaning of the Friendly Societies Act,

the club declares that the club satisfies:

Please tick Yes

Condition 1 in section 62(2) of the Licensing Act 2003

X

Please give relevant club rule number(s)

Rule 16 - Club Members may not without prior nomination or application be admitted to the privileges of membership without an interval of at least 2 days between their becoming a member and their admission.

Condition 2 in section 62(3) of the Licensing Act 2003

Please give relevant club rule number(s)

16 - as above

Condition 4 in section 62(5) of the Licensing Act 2003

20 - The Club requires a minimum of 25 members to operate.

Does the club wish to supply alcohol to members and guests?

If yes the club declares that -

The purchase of alcohol for the club and the supply of alcohol by the club is under the control of the members or of a committee appointed by the members

Please give relevant club rule number(s), if any

21 - Alcohol is not supplied, or intended to be supplied to members on the premises otherwise than by a or on behalf of the club.

**2) Where the club to which this application relates is:
an association organised for the social well-being and recreation of
persons employed in or about coal mines, the club declares that the club
satisfies:**

Please tick Yes

Condition 1 in section 62(2) of the Licensing Act 2003

Please give relevant club rule number(s)

NA

Condition 2 in section 62(3) of the Licensing Act 2003

Please give relevant club rule number(s)

NA

Does the club wish to supply alcohol to members and guests?

If yes the club declares that it satisfies -

First condition in section 66(4) of the Licensing Act 2003

Please give relevant club rule number(s), if any

NA

Second condition in section 66(5) of the Licensing Act 2003

Please give relevant club rule number(s), if any

NA

3) Where the club to which this application relates does not fall into the categories in 1 or 2 above, the club declares that the club satisfies:

Please tick Yes

Condition 1 in section 62(2) of the Licensing Act 2003

Please give relevant club rule number(s)

NA

Condition 2 in section 62(3) of the Licensing Act 2003

Please give relevant club rule number(s)

NA

Condition 3 in section 62(4) of the Licensing Act 2003

The club's arrangements for restricting the club's freedom of purchase of alcohol are:

(a) contained in club rule number(s),

NA

(b) or, as follows

(please provide a short description)

The club's provisions by which money or property of the club or any gain arising from the carrying on of the club is or may be applied for charitable benevolent or political purposes are:

(a) contained in club rule number(s),

NA

(b) or, as follows

(please provide a short description)

The arrangements for giving members information about the finances of the club are:

(a) contained in club rule number(s),

or, as follows

(please provide a short description)

Please describe details of the books of account and other records kept to ensure the accuracy of the information about finances given to members of the club or give the relevant rule number(s)

NA

Please tick Yes

Condition 4 in section 62(5) of the Licensing Act 2003

Condition 5 in section 62(6) of the Licensing Act 2003

The club proposes to supply alcohol to members and guests

and declares that the club satisfies:

additional condition 1 in section 64(2) of the Licensing Act 2003

Please give relevant club rule number(s), if any

NA

additional condition 2 in section 64(3) of the Licensing Act 2003

Please give relevant rule number(s), if any

NA

additional condition 3 in section 64(4) of the Licensing Act 2003

Please give relevant club rule number(s), if any

NA

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

I Bridget Wallis

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

Signature:.....Bridget Wallis.....

Date: 22 / 03/24.....

Capacity: Managing Director - Business Owner
.....

As a public body, we are under a duty to protect the public funds that we administer, and to this end may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administrating public funds for these purposes.

Application for 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.

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(Insert name of club)

club applies for a club premises certificate under section 71 of the Licensing Act 2003 for the premises described in Part 1 below (the club premises).

The club is making this application to you as the relevant licensing authority in accordance with section 68 of the Licensing Act 2003.

Part 1 – Club premises details

Name of club: Phoenix Social Club Ltd			
Postal address of premises or, if none, ordnance survey map reference or description The Westbury Community Centre Oliver Road Bury St Edmunds Suffolk IP33 3JG			
Post Town	Bury St Edmunds	Postcode	IP33 3JG
Telephone number (if any)	[REDACTED]		
E-mail address (optional)	[REDACTED]		

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

Non-domestic rateable value of premises	£	3850
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Are the club premises occupied and habitually used by the club?

Yes No

Part 2 – Club Operating Schedule

When do you want the club premises certificate to start?

DD MM YYYY

22 March 2024

If you wish the certificate to be valid only for a limited period, when do you want it to end?

DD MM YYYY

General description of club (please read guidance note 1)

A Social Club within the Community Centre, 1 bar that operates in both the social club and Main function hall.

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

N/A

What qualifying club activities do you intend to conduct on the club premises?

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- | | |
|---|-------------------------------|
| a) plays (if ticking yes, fill in box A) | /
<input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | /
<input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | /
<input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | /
<input type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | /
<input type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | /
<input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | /
<input type="checkbox"/> |

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 and L.

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3) One off events 2 times a Year	Indoors	/	
Day	Start	Finish		Outdoors	<input type="checkbox"/>	
Mon	-----	-----		<u>Please give further details here</u> (please read guidance note 4) One off Social plays by hired company, Usually Christmas time on a Saturday. Times will usually be for 2 hours between lunch and late evening.	Both	<input type="checkbox"/>
Tue	-----	-----			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)	
Wed	-----	-----	<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 6)			
Thur	-----	-----				
Fri	1200	2300				
Sat	1200	2300				
Sun	1200	2200				

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	/
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	1000	2230	<u>Please give further details here</u> (please read guidance note 4) Social Gathering -Cinema Night upto 6 per year	<input type="checkbox"/>	<input type="checkbox"/>
Tue	1000	2230		<input type="checkbox"/>	<input type="checkbox"/>
Wed	1000	2230	<u>State any seasonal variations for the exhibition of film</u> (please read guidance note 5)	<input type="checkbox"/>	<input type="checkbox"/>
Thur	1000	2230		<input type="checkbox"/>	<input type="checkbox"/>
Fri	1000	2300	<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 6)	<input type="checkbox"/>	<input type="checkbox"/>
Sat	1000	2300		<input type="checkbox"/>	<input type="checkbox"/>
Sun	1000	2200		<input type="checkbox"/>	<input type="checkbox"/>

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details here</u> (please read guidance note 4)
Day	Start	Finish	Pool & Darts
Mon	1000	2300	
Tue	1000	2300	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed	1000	2300	
Thur	1000	2300	<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 6) Weekly - Times to be deciphered once the Social Club is open and Competition fixtures will determine the dates.
Fri	1000	2300	
Sat	1000	2300	
Sun	1000	2230	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment 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	-----	-----	Please give further details here (please read guidance note 4)	Both	<input type="checkbox"/>
Tue	-----	-----			
Wed	-----	-----	State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
Thur	-----	-----			
Fri	-----	-----	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 (please read guidance note 6)		
Sat	-----	-----			
Sun	-----	-----			

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	/
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) uptp 12 Band nights per year, usually friday and Saturday evenings for an event, to Mirror the Premises License		
Mon	1000	2300			
Tue	1000	2300			
Wed	1000	2300	State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur	1000	2300			
Fri	1000	2300	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 (please read guidance note 6)		
Sat	1000	2300			
Sun	1000	2230			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	/
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	1000	2300		<u>Please give further details here</u> (please read guidance note 4) It maybe necessary to play pre-recorded music on occasion and to Mirror the Premises License	<input type="checkbox"/>
Tue	1000	2300	<input type="checkbox"/>		
Wed	1000	2300	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)	Both	<input type="checkbox"/>
Thur	1000	2300		<input type="checkbox"/>	
Fri	1000	2300	<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 6) This is an option available, should we require it		
Sat	1000	2300			
Sun	1000	2230			

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	/
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	1000	2300	Please give further details here (please read guidance note 4) To Mirror the premises Licence	<input type="checkbox"/>	<input type="checkbox"/>
Tue	1000	2300		<input type="checkbox"/>	<input type="checkbox"/>
Wed	1000	2300	State any seasonal variations for the performance of dance (please read guidance note 5)	<input type="checkbox"/>	<input type="checkbox"/>
Thur	1000	2300		<input type="checkbox"/>	<input type="checkbox"/>
Fri	1000	2300	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 (please read guidance note 6)	<input type="checkbox"/>	<input type="checkbox"/>
Sat	1000	2300		<input type="checkbox"/>	<input type="checkbox"/>
Sun	1000	2230		<input type="checkbox"/>	<input type="checkbox"/>

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment that the club will be providing It may be that an open day will be required or summer event in and outside the building.		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon	1000	2300		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	1000	2300	Please give further details here (please read guidance note 4) To Mirror the Premises License		
Wed	1000	2300			
Thur	1000	2300	State any seasonal variations for this entertainment (please read guidance note 5)		
Fri	1000	2300			
Sat	1000	2300	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 (please read guidance note 6)		
Sun	1000	2230			

I

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption -please tick (please read guidance note 8)	On the premises	/ <input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations (please read guidance note 5) The Supply of alcohol times will mirror the current Premises License. Bank Holidays and Christmas Eve 10:00 - 00:00 and New Year Eve 12:00 - 0130 which Mirrors the Premises License 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 6)		
Mon	12	2330			
Tue	12	2330			
Wed	12	2330			
Thur	12	0000			
Fri	12	0000			
Sat	12	0000			
Sun	12	2330			

J

Hours club premises are open to the members and guests Standard days and timings (please read guidance note 7)			<u>State any seasonal variations</u> (please read guidance note 5) To Mirror the Premises License
Day	Start	Finish	
Mon	0800	0000	

Tue	0800	0000	

Wed	0800	0000	

Thur	0800	0030	<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 6)

Fri	0800	0030	

Sat	0800	0030	

Sun	0800	0000	

K

Please highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the club premises that may give rise to concern in respect of children (please read guidance note 9).

Age Appropriate Viewing of any children's films/Shows., Whilst adhering to existing Health and safety/ Fire Safety requirements.

L

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)

CCTV, Warning Posters on the walls in regards to Zero Tolerance to drugs and any other Criminal Offence, Swearing, anti-social behaviour, Smoking and Vaping will not be permitted within the premises., Refuse to serve people that are drunk. Zero Tolerance to any illegal, criminal activity and behaviour, volume levels reduced into the later hours, signs in the club with regards to noise levels within and when exiting the building to reduce neighbours concerns, Children under 12yrs are not allowed to be served at the bar and must be accompanied by an adult. Children must remain supervised by there responsible adult at all times.

b) The prevention of crime and disorder

Panic Alarm is installed and monitored by TP Fire, the premises is covered by CCTV and this is monitored surveillance and maintained by TP Fire. The Premises has an intruder alarm and Shutters to secure monies and stock. all Members and staff will be required to adhere to the rules. Club members must follow the club rules or have their membership revoked. Safeguarding concerns will be reported to the relevant department,

c) Public safety

Adhere to Current Health & Safety, Fire regulations, adhere to the capacity rules within the Fire Risk assessments. Accident book on site to record and report any issues and incidents, these will be reported to the necessary authority when legally required. The External property has a gardiner employed to look after the groups to deter waste and odours from waste. Bin Area will remain clean and clear from clutter and regular patrols of the premises will take place to avoid public safety issues.

d) The prevention of public nuisance

reducing noise levels within the building, turning down music in the later hours, waste and bottles will not be removed late at night and signs will be used to advise patrons and staff when leaving the premises, members ill be banned from the premises, should they not cooperate. There is a sound bar installed within the building to reduce noise pollution in the local community to reduce disturbance to neighbouring houses, this cuts the power to the appliance,if noise exceeds excessive levels.

e) The protection of children from harm

Any safeguarding concerns will be reported to the relevant department. No children are allowed in the Club without their responsible adult member.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee. /
- I have enclosed the plan of the premises. /
- I have sent copies of this application and plan to the responsible authorities. /
- I have completed and enclosed the club declaration and enclose a copy of the club rules. /
- I understand that I must now advertise my application. /
- I understand that if I do not comply with the above requirements my application will be rejected. /


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Part 3 – Signatures (please read guidance note 11)

I Bridget Wallis
(Insert full name)
make this application on behalf of the club and have authority to bind the club

Signature	Bridget Wallis
Date	22 March 2024
Capacity	Business Owner

Address for correspondence associated with this application (please read guidance note 12)			
Phoenix Social Club Ltd The Westbury Community Centre Oliver Road Bury St Edmunds Suffolk IP33 3JG			
Post town	Bury St Edmunds	Post code	IP33 3JG

Telephone number (if any)	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	
	

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or

(iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
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 occur on additional days during the 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 (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If the club wishes members and their guests to be able to consume alcohol on the premises please tick 'on the premises'. If the club wishes people to be able to purchase alcohol to consume away from the premises please tick 'off the premises'. If the club wishes people to be able to do both please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, 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.
 12. This is the address which we will use to correspond with the club about this application.