



Bristol City Council
Licensing Team, PO Box 3300, Bristol, BS1 9LN
bristol.gov.uk/licensing

A Guide to the Licensing Act 2003 - Registered Clubs

This guidance relates mainly to Club Premises Certificates although there are certain situations where a Premises Licence may be required. If you are considering applying for a premises licence please see separate guidance and consider taking independent advice.

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What is the general effect of the Act?

The Licensing Act 2003 transfers responsibility for the registration of club premises away from the Magistrates Court to the Council.

What are Qualifying Clubs?

Qualifying clubs are organisations where Members have joined together for particular social, sporting or political purposes and have bought alcohol in bulk for members for supply in the context. They commonly include Labour, Conservative and Liberal Clubs, the Royal British Legion, other ex-services clubs, working men's clubs, miner's welfare institutions and social and sports clubs.

To be a Qualifying Club you must comply with the following rules:

- An interval of at least 2 days must pass between people being admitted to membership, or as candidates for membership, and their admission to the Club;
- If Members are admitted without nomination, the Club rules must state they will not be admitted to the privileges of membership without an interval of at least 2 days having elapsed from them becoming a member;
- The Club must be conducted in good faith (see below);
- The Club must have at least 25 members;
- You must not supply, or intend to supply, alcohol to members on the premises otherwise than by, or on behalf of, the Club.

In order to supply alcohol on the premises, you must also meet the following conditions:

- Unless managed by the Club in general meetings or by a body of members, the purchase of alcohol for the Club, and supply of alcohol by the Club, must be managed by a Committee whose members are all members of the Club aged 18 or over, and who have been elected by the members of the Club. There is an exemption to this condition for industrial and provident societies, friendly societies and miner's welfare institutions;
- No person can receive, or be intended to receive, any commission, percentage or similar payment at the Club's expense on or concerning purchase of alcohol by the Club;
- No person can derive, or be intended to derive, a financial benefit from the supply of alcohol by or on behalf of the Club to guests or Members, except where:
 - The benefit accrues to the Club as a whole;
 - The benefit derived indirectly by a person from the supply producing or contributing to a general gain from the carrying on of the Club.

What does "conducted in good faith" mean?

The following factors must be considered when deciding whether a Club is conducted in good faith:

- Arrangements restricting the Club's freedom in purchasing alcohol;
- Any provision in the Club rules or arrangements concerning how money or property of the Club or any gain arising from the carrying on of the Club will be spent, unless it is for the benefit of the Club as a whole or for charitable, benevolent or political purposes;
- The arrangements for providing members with information about Club finances;
- The account books and other records ensuring the accuracy of that information;
- The nature of the premises occupied by the Club.

If the Council is not satisfied that your Club is being conducted in good faith, it must give you notice of its decision and the reason for it.

What are the benefits of being a Qualifying Club?

- Nobody needs to hold a Personal Licence to sell or supply alcohol;
- You do not need to appoint a Designated Premises Supervisor;
- The Police and authorised persons have more limited powers of entry because the premises are considered private and not open to the public;
- The premises are not subject to powers of Police closure on grounds of disorder and noise nuisance (unless they are being used under a Temporary Event Notice or Premises Licence at the time) because they operate under strict rules of discipline and rules that are rigorously enforced;
- The premises are not subject to potential Magistrates Court orders to close all licensed premises in an area where disorder is happening or expected to happen.

What is a Personal Licence?

A Personal Licence permits the holder to authorise the sale of alcohol but is not required if you are operating solely under a Club Premises Certificate or Temporary Event Notice.

What do I need a club premises certificate for?

You need to obtain a certificate for the following activities:

- If you are a qualifying club, to supply alcohol to a club member, or to sell alcohol to a guest of a club member for consumption on the premises where the sale takes place.
- If a club premises certificate authorises the supply of alcohol to a member of the club for consumption on those premises then it may authorise the supply of alcohol for consumption off of the premises. The supply of alcohol for consumption off of the premises is subject to 3 further conditions
 - (i) The supply must be made at a time when the premises are open for the purpose of supplying alcohol to members of the club for consumption on the premises
 - (ii) Any alcohol that is supplied for consumption off of the premises must be in a sealed container
 - (iii) The supply of alcohol for consumption off of the premises is made to a member of the club in person.
- To provide relevant qualifying club activities

What are qualifying club activities?

The following kinds of entertainment are subject to regulation:

1. Plays
2. Film exhibitions
3. Indoor sporting events
4. Boxing or wrestling exhibitions
5. Live music (karaoke included)
6. Recorded music
7. A performance of dance
8. Any entertainment similar to that described in 5, 6 or 7 above.

But only where –

- The entertainment is provided in front of an audience or spectators and is for the purpose of entertaining those persons AND
- The entertainment is:

- Exclusively to members of a qualifying club and their guests;

What about providing entertainment facilities?

You still need a certificate for qualifying club activities, even if you are just providing facilities for making music, dancing, or entertainment of a similar description.

This means, for example, that you require a certificate for:

- Having a piano on the premises for the use of customers or performers;
- Having a dance floor on the premises;
- Providing a video jukebox.

When do I not require a certificate for qualifying club activities?

- Films which are solely or mainly to demonstrate a product, advertise goods or services, or provide information, education or instruction;
- Films as part of an exhibition in a museum or gallery;
- TV and radio broadcasts, providing they are shown “live” and not recorded;
- Religious meetings or services.
- Incidental entertainment.

What is “incidental entertainment”?

Incidental entertainment is entertainment provided not as the main purpose of the event. This is sometimes a difficult area and if you are unsure you should contact us for advice. Examples of “incidental” entertainment are:

- a supermarket playing background music (people go there to shop - the music is not an influencing factor);
- music during keep fit classes (people are there to exercise);
- salsa dance classes (people are there to learn to dance);
- a juke box playing background music;

Do I need a licence to offer alcohol as a prize in raffles and tombolas?

These are exempt provided that:

- They are promoted as an incident of an exempt entertainment;
- Proceeds after relevant expenses are not for private gain;
- The alcohol must be in a sealed container;
- No money prizes must be offered; and
- Tickets are sold only at the place where the entertainment is occurring.

So what happens with my application and how do I fill the form in?

See the separate guidance for full details of the application process.

Will the club need any licences other than the Club Premises Certificate? What about one off events and special occasions?

If you are holding an event that offers regulated entertainment which includes

- Performance of a play
- Exhibition of a film
- An indoor sporting event
- A boxing or wrestling entertainment
- Performance of live music
- Playing recorded music
- Performance of dance
- Entertainment of a similar description

Where the entertainment is provided to any extent for members of the public or a section of the public then the club would require either a Temporary Event Notice or a Premises Licence Application for either of these would be required to be made separately from the Club Premises Certificate. Detailed guidance on TENs and Premises licences are available separately should you consider that you require either of them.

Examples of where you would require a separate TEN or Premises licence are given below:

- Letting out a function room for private hire for regulated entertainment to non-members, if you make a profit either by way of a hire charge or by bar takings.
- An event which is open to non members is to be held the clubs sports grounds.
- The whole of the club premises is used by non members for an event, such as a darts match

PLEASE NOTE

If alcohol is to be supplied at events which require a premises licence then the supply must be authorised by a designated premises supervisor (DPS). TEN's do not require such a person to authorise sales. If you have any doubts as to whether you need either a TEN or a premises licence for events open to the public on your facilities please contact the Licensing Office or your solicitor for guidance and advice on which applications to submit.

How much does it cost to submit a grant application?

The application fee for the grant of a club premises certificate is determined by the rateable value of a premises. You can find out the non-domestic rateable value of your premises by entering the premises postcode into the Valuation Office's website at www.voa.gov.uk.

There will be a multiplier applied to premises in Bands D (X 2 the basic fee) and E (X3 the basic fee) where they are exclusively or primarily in the business of supplying alcohol.

The values are divided into five bands:

Band	A	B	C	D	E
Non-domestic rateable value	£0 - £4,300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 and over

The fee required is;

Band	A	B	C	D	D primarily supplying alcohol	E	E primarily supplying alcohol
Fee payable	£100	£190	£315	£450	£900	£635	£1,905

Application form

Incomplete Applications

We cannot accept incomplete or incorrect applications. The time limit for processing will not start until you have supplied a correctly completed application to ourselves and the appropriate responsible authorities, fee, and all other documentation required.

Completing the Application Form

Please use block capitals and black ink if completing the form by hand. The form must be legible or it will be returned.

Part 1 (of the application form)

Provide the detail as requested e.g. postal town, post code, etc You must enter the non-domestic rateable value of the premises. This figure is used to determine your application fee. The rateable value can be checked by visiting www.voa.gov.uk .

Part 2 (of the application form) – Club Operating Schedule

When do you want the licence to start. Please enter a specified date.

If you wish the licence to be valid for a limited time only please enter a specified date.

If more than 5,000 people are expected to attend the premises at any one time please specify the number of people expected here.

Description of the Premises

Please describe the type of venue, its general situation and layout, and any other information relevant to the licensing objectives.

Your description could include the following:

- Whether the club premises are detached, terraced etc and what they adjoin, e.g. “terraced adjoining cab office and florist shop”;
- Description of main use of premises, e.g. pub, restaurant, nightclub;
- How many floors the premises consists of;
- Which floors are used for licensable activities;
- What entertainment facilities are provided, if applicable;
- Brief descriptions of what other parts of the premises are used for.

So for example you might say, “Three storey detached building used primarily as a club premises. Top floor used for hotel accommodation, first floor has a function room hired out for private parties. Ground floor consists of bar area and kitchen. Bar area used for public to drink and dance. Piano and karaoke machine in bar area.”

Please check the notes at the end of the application form

Qualifying Club Activities

You must state what licensable activities you intend to provide, You can also use this section to tell us how often you are likely to use the certificate e.g. “Plays will only be held once a month for no more than three days at a time”. The licensable activities are as

follows (please read the next section on hours of operation before filling out any of the tables on licensable activity):

Table A (on application form)

Plays – In the further details box you would state, for example, whether the plays are for children only, a mixed audience, for an amateur dramatics association, and so on.

Table B (on application form)

Film Exhibitions, – In the further details box you may say here how many screens you have if you have a cinema. You may describe the type of films you intend to show, e.g. art films, mixed films for all age ranges, and so on.

Table C (on application form)

Indoor Sporting Events – In the further details box you describe the type of sports you intend to provide.

Table D (on application form)

Boxing and Wrestling Entertainments – the category of fights you may wish to provide, whether they will be professional or amateur and so on.

Table E (on application form)

Performance of Live Music – how many musicians do you intend to have performing, what type of music will they play, and will the music be amplified or un-amplified?

Table F (on application form)

Playing of Recorded Music – what sort of recorded music? Will it be a DJ or a sound system? What is the power output of any sound system to be used? Will you be providing karaoke?

Table G (on application form)

Performance of Dance – what type of dancing? Will there be a stage or will it be roaming dancers, such as striptease performers?

Table H (on application form)

Entertainment of a Similar Description – describe the type of entertainment, e.g. comedy shows, hypnotism performances etc.

Table I (on application form)

The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club

Table J (on application form)

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

In all cases complete boxes, K and L.

All times commence at 12 midnight (00.00) where applicable. There are two boxes for times, to account for when you remain closed during the day (or do not wish to provide licensable activities).

Let's say you wanted to open from 11.00am (11.00) to 11.00pm (23.00) on Mondays to Thursdays, 11.00am (11.00) to 2.00am (02.00) on Fridays and Saturdays, and from 11.00am (11.00) to 10.30pm (22.30) on Sundays. You would fill the boxes in like this:

Supply of alcohol		
Day	Start	Finish
Mon	1100	2300
	-	-
Tue	1100	2300
	-	-
Wed	1100	2300
	-	-
Thur	1100	2300
	-	-
Fri	1100	0000
	-	-
Sat	0000	0200
	1100	0000
Sun	0000	0200
	1100	2230

Seasonal Variations

This would allow you to open later on say, Christmas Eve, or to open later during the summer months (you would have to specify which months). You need to say when you want to open and for how long. We recommend you use this box if you know you want to open later during seasonal periods, rather than wasting a Temporary Event Notice in applying for extensions.

Non Standard Timings

This caters for special events or Bank Holidays, for example. You may normally open until 11.00pm on Mondays, but on the first Monday of every month a folk club meet at your premises and you would like to provide alcohol and regulated entertainment until midnight on these occasions. You would put the details in this box.

Indoors or Outdoors

If licensed activities will take place in a building or similar structure, please tick “Indoors”. If activities are to take place in the open air, or with a roof cover and no side wall covers, please tick “Outdoors”. If you are a pub with a garden (for example) and you would like licensable activities to take place in the garden, you would tick both boxes.

Further Details

You are expected to state the type of activity to be authorised and where applicable, the frequency of these activities. (If you intend to provide licensed activities regularly you do not need to specify this).

Part L (on the application form)

Steps You Intend to Take to Promote the Four Licensing Objectives

This is a very important part of the form. You must use this area to demonstrate that you can run your business in the proposed new manner without contravening any of the four licensing objectives.

You need to satisfy the responsible authorities and any other relevant person (e.g. local residents), that you can run the premises responsibly and in accordance with the licensing objectives. If these people do not feel the steps you propose are adequate, they may object to the application being granted.

It is clearly in everybody’s interests to reduce the likelihood of people objecting to your application. You should therefore think very carefully about how you are going to address the four licensing objectives.

Some examples of things you may wish to consider are given below.

General – All Four Licensing Objectives

- Staff training on licensing issues;
- Installing a CCTV system.

The Prevention of Crime and Disorder

- Drugs policies/notices;
- Providing adequate lighting;
- Age restrictions;
- Search policies;
- Bottle bans.

Public Safety

- Provision of emergency lighting;
- Provision of additional escape routes;
- Accommodation limits;
- First Aid provision;
- Seating arrangements;
- Use of special effects;
- Number of attendants.

Avon Fire and Rescue Services recommend that a fire risk assessment is conducted in accordance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 in order to satisfy public safety, objectives from their perspective.

The Prevention of Public Nuisance

This area is particularly important if you are seeking to extend your licence hours. You are not expected to control or seek to control the behaviour of persons once they have left the premises. However you may wish to consider measures you could take to encourage patrons to leave in a quiet and orderly manner.

- Provision and use of a noise limiting device;
- Secondary glazing/soundproofing;
- Noise patrols of the local area;
- Keeping the music to a reasonable level;
- Litter clearance;
- Considerate loading/unloading arrangements;
- Controlling noxious odours from cooking etc;
- Not using external areas after a certain time;
- Restricting hours that amplified music can take place;
- Keeping doors and windows closed while the licence is being used;
- Prevention of light pollution;
- Notices asking patrons to leave quietly.
- “Wind down” music policies.

The Protection of Children From Harm

- Restricting access to adult entertainment, e.g. lap dancing, age restricted films etc;
- Provision of children’s areas;
- DBS checks of staff involved in looking after young people;

- Proof of age cards;
- Prevention of access to gaming machines;
- A limit on the hours during which children can be present on the premises;
- Requirement to be accompanied by an adult;
- Requirement for attendants to be present when children’s activities are taking place.

You may wish to look at the Council’s Licensing Policy and refer to Appendix C, the model operating schedule, which gives templates of conditions, when considering what steps to offer.

You are not expected to address issues already covered by existing legislation, e.g. “I will not serve to people who are obviously drunk” or “I will not serve alcohol to under-18’s”.

Whatever you put in this section will become a condition of your licence. Therefore you should not specify anything that you are not able, or not prepared, to do if the licence is granted.

It may be that no additional steps are required, in which case you can leave the relevant box(es) blank.

Documents to be Included

You must enclose the following:

- The fee;
- A plan of the premises. The information contained in the plan must be clear and legible in all material respects.
- The plan shall show:
 - a) The extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises;
 - b) The location of points of access to and from the premises;
 - c) If different from paragraph (b) above, the location of escape routes from the premises;
 - d) In a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity;
 - e) In a case where an existing licensable activity relates to the supply of alcohol, the location or locations on the premises which is or are used for consumption of alcohol;
 - f) Fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;
 - g) In a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
 - h) In a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
 - i) In a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms
 - j) The location and type of any fire safety and other safety equipment; and
 - k) The location of a kitchen, if any, on the premises

The plan may include a legend through which the matters mentioned or referred to in a) to k) above are sufficiently illustrated by the use of symbols on the plan.

The following information may be added to your plans. They are not a mandatory requirement but may speed your application by making it easier for the Licensing Authority and the Responsible Authorities to understand your application and how the premises are to be operated.

- a) Plans to be dated and bear the name and location of the premises
- b) To be endorsed with a location plan showing the site of the premises
- c) The scale used to be endorsed on the plan. The total extent of the licensed premises to be defined by a continuous red line
- d) Areas to be used for the consumption of alcohol to be coloured pink
- e) Areas to be used for the storage of alcohol and bar serveries to be coloured brown
- f) Kitchen and staff only areas to be coloured yellow
- g) Toilet accommodation to be coloured blue
- h) Emergency exit routes not intended to be used for the consumption of alcohol to be uncoloured
- i) Where areas of the premises are to be used for specific purposes to which the licence will apply e.g. children only allowed into one area, adult entertainment, showing of films, etc those areas should be outlined and defined in a key accompanying the plan

Fire precaution details;

- a) The width of doors, stairways and other openings relevant to means of escape should be clearly indicated.
- b) Where applicable – fire resistance doors and structures should be indicated
- c) Type of surface linings and finishes to walls and ceilings
- d) Emergency Lighting
- e) Maintained exit signage
- f) Door furniture eg panic bars
- g) Where applicable : fire alarm details
- h) Smoke detection details
- i) Fire fighting equipment
- j) Compliance with all relevant British Standards should be clearly stated

Applicants may find it helpful to adopt the use of symbols as at Annex A to this guidance. If these particular symbols are not used a key to the symbols should be provided.

Part 4 – Signatures

Your agent (e.g a solicitor) may sign providing he or she has actual authority to do so.

What other organisations require copy of the application?

In order for your application to be submitted correctly you must send a copy of your application with all relevant documents eg plans (if appropriate) to the responsible authorities **on the same day** on which you make an application to the Licensing Authority. The responsible Authorities are as follows:

- Avon and Somerset Police
- The Avon Fire and Rescue Service
- The Environmental Health Officer in respect of Health and Safety
- The Environmental Health Officer in respect of Pollution Control
- Planning Services
- Child Protection Agency
- Trading Standards
- Primary Care Trust

- Licensing Authority
- Home Office – Immigration Enforcement

The postal addresses and telephone numbers can be located at Annex B at the end of this document.

If your application is incomplete or incorrect, you may have to resubmit it to these agencies. Incomplete or incorrect applications will not be processed. In the event that all relevant and correctly completed documents are not received with the application it will not be processed.

Advertising Your Application

An application for the grant of a premises licence must be advertised on the site and in a locally circulating newspaper. Licensing Authorities are also required to advertise your application on their [website](#).

Site Notice

The notice 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 Bristol City Council.

The notice must be:

- A4 sized or larger
- On pale blue
- Printed legibly or typed in black in a font size of point 16 or larger

The notice must in all cases be displayed prominently at or on the premises to which it relates in such a position that it can be easily read from outside of the premises. Where premises cover an area in excess of fifty metres square, a further notice in the same format shall be displayed every fifty metres along the perimeter of the premises abutting the highway.

The site notice must state the following:

- a) Name of the applicant for a premises licence
- b) The postal address of the premises. If there is no postal address a description of the premises sufficient to enable the location and extent to be identified
- c) The postal address and, where applicable, the worldwide web address where the register of the relevant licensing authority is kept and where and when the record of the application may be inspected
- d) Describe the proposed application. In order that the public can make a properly informed decision as to whether or not to make representations you must include the proposed days and times of licensable activities, opening hours if different and the type of licensable activities proposed at the premises. You must also include any non-standard timings and any seasonal variations.
- e) The date by which an relevant person or responsible authority may make representations to the Licensing Authority
- f) That representations shall be in writing

- g) That it is an offence to knowingly or recklessly make a false statement in connection with an application and the maximum fine for such an offence.

A sample site notice format is attached as Annex C should you wish to use it. We would advise applicants to regularly take photographs of the site notices on display at the premises and making a note of when they have been displayed.

Newspaper notice

The applicant shall publish a notice in a locally circulating newspaper or, if there is none, in a local newsletter, circular or similar document circulating in the vicinity of the premises.

The newspaper notice shall be published 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 relevant Licensing Authority.

The newspaper notice must state the following:

- Name of the applicant for a premises licence
- The postal address of the premises. If there is no postal address a description of the premises sufficient to enable the location and extent to be identified
- Describe the proposed application. In order that the public can make a properly informed decision as to whether or not to make representations you must include the proposed days and times of licensable activities, opening hours if different and the type of licensable activities proposed at the premises. You must also include any non-standard timings and any seasonal variations.
- The date by which a relevant person or responsible authority may make representations to the Licensing Authority
- That representations shall be in writing
- That it is an offence to knowingly or recklessly make a false statement in connection with an application and the maximum fine for such an offence.

A sample newspaper notice format is attached as Annex D should you wish to use it.

What Happens if Relevant Representations are Made?

Representations may be submitted by a responsible authority or other person.

If representations are made, the Licensing Authority will hold a hearing to consider the representations, unless the Licensing Authority, the applicant and those making representations agree it is not necessary. This may be the case where all parties meet prior to a hearing and resolve the issues that resulted in representations being made. In such circumstances the representations may be modified and a licence granted with amendments or conditions that arise from that meeting.

If no agreement is reached prior to the hearing then the Council's Licensing Sub Committee will determine your application. The Sub Committee will comprise of elected members who are drawn from the parent Licensing Committee.

You will be invited to attend the hearing to give evidence, answer questions, and call any witnesses. The committee will listen to evidence from both sides before deciding whether to grant the application. They may grant it as requested, grant with conditions (providing they are relevant to the licensing objectives) or refuse your application.

Appeals

If you are dissatisfied with a decision made by the Council, you may appeal to the Magistrates Court for the petty sessions area in which the premises are situated, within 21 days of being notified of the Council's decision.

This information has been made as comprehensive as possible. However, in attempting to simplify the law, certain requirements have been omitted. Full details of what you must do are in the legislation itself. The information in this guidance was accurate when produced but you are always advised to seek your own legal advice should you have any queries and you should note that the Council cannot be liable in any way for the contents of this guidance.

PLAN DRAWING SYMBOL SHEET

ANNEX A

	FIRE RESISTING CONSTRUCTOR		CARBON DIOXIDE EXTINGUISHER, 4.5KG CAPACITY UNLESS OTHERWISE		ILLUMINATED EXIT SIGN, LETTERING 75MM UNLESS OTHERWISE STATED
	30 MIN (UNLESS OTHERWISE STATED) FIRE AND SMOKE RESISTING DOORSET WHICH IS SELF-CLOSING AND PROVIDED WITH N6 NOTICES ON EACH SIDE OF THE DOOR		VAPOURISING LIQUID EXTINGUISHER (HALON CF), 2.5KG CAPACITY	E	EXIT SIGN, LETTERING 75MM UNLESS OTHERWISE STATED
			MULTI PURPOSE SPRAY (AFFF), 5L CAPACITY UNLESS OTHERWISE STATED	N1	GENERAL FIRE NOTICE
	30 MIN (UNLESS OTHERWISE STATED) FIRE AND SMOKE RESISTING DOORSET, AND PROVIDED WITH A N3 NOTICE ON THE OUTSIDE OF THE DOOR		FIRE BLANKET, 1M X 1M UNLESS OTHERWISE STATED	N2	STAFF FIRE NOTICE
	FIRE ALARM VISUAL WARNING DEVICE		SAND BUCKET	N3	FIRE DOOR KEEP LOCKED SHUT
SC	SELF CLOSING DOOR	HHP	HEAD HEIGHT PARTITION	N4	SLIDE TO OPEN, LETTERING 75MM UNLESS OTHERWISE STATED
A	SELF CLOSING DOOR ON AUTOMATIC ACTUATION	FRG	FIRE RESISTING GLAZING	N5	FIRE EXIT DO NOT OBSTRUCT, LETTERING 50MM UNLESS OTHERWISE STATED
RS	ROLLER SHUTTER DOOR		FIRE ALARM / ZONE INDICATOR PANEL	N6	FIRE DOOR KEEP SHUT
VL	VERTICAL LADDER	E →	DIRECTIONAL EXIT SIGN, LETTERING 75MM UNLESS OTHERWISE STATED	N7	PUSH BAR TO OPEN NOTICE, LETTERING AT LEAST 50MM IN HEIGHT UNLESS OTHERWISE STATED
SL	SECURITY LOCK APPROVED TYPE		FIRE ALARM ACTUATING POINT	N8	AUTOMATIC DOOR KEEP CLEAR, SHOULD BE PROVIDED ON THE VISIBLE SIDE OF THE DOOR WHEN IN THE OPEN POSITION
PB	PUSH BAR IRONMONGERY, TOGETHER WITH A N7 NOTICE POSITIONED BELOW THE PUSH BAR		FIRE ALARM SOUNDER	Hr 1	HANDRAIL, AT LEAST 840MM IN HEIGHT UNLESS OTHERWISE STATED
VP	VISION PANEL, MEASURING AT LEAST 455MM X 455MM UNLESS OTHERWISE STATED		SMOKE DETECTOR	Gr 1	GUARDRAIL, AT LEAST 1070MM IN HEIGHT UNLESS OTHERWISE STATED
	HOSEREEL 30M LONG, UNLESS OTHERWISE STATED		HEAT DETECTOR		EMERGENCY LIGHT DIRECTIONAL
	WATER EXTINGUISHER, 9L CAPACITY UNLESS OTHERWISE STATED		EMERGENCY LIGHTING POINT		DOORS NOT FORMING PART OF MEANS OF ESCAPE
	FOAM EXTINGUISHER, 9L CAPACITY UNLESS OTHERWISE STATED		NORMAL LIGHTING POINT		SMOKE DETECTOR WITH SOUNDER
	DRY POWDER EXTINGUISHER, 10KG CAPACITY UNLESS OTHERWISE STATED		ACTUATING SWITCH FOR NORMAL LIGHTING POINT		HEAT DETECTOR WITH SOUNDER

ANNEX B

Contact Addresses and Telephone numbers in respect of Responsible Authorities

RESPONSIBLE AUTHORITY	ADDRESS	TELEPHONE NUMBER
Avon and Somerset Constabulary	Postal applications should be directed to: Chief Officer of Police, Licensing, First Floor, PO Box 3119, Bristol, BS1 9GG. Email: BRISTOLLICENSINGTEAM@avonandsomerset.police.uk The Bridewell, 1 - 2 Bridewell Street, Bristol, BS1 2AA	01278 649299 or 01278 649306
Avon Fire and Rescue	Business Fire Safety Patchway Fire Station Rodway Road Patchway Bristol BS34 5PE	0117 926 2061
Bristol City Council Planning	Postal applications should be directed to: Bristol City Council Planning Searches (City Hall) P.O Box 3399 Bristol BS1 9NE Email: Planning.enforcement@bristol.gov.uk Bristol City Council, Planning Searches, City Hall, College Green, Bristol BS1 5TR	0117 922 3097
Bristol City Council Health and Safety	Postal applications should be directed to: Bristol City Council Health and Safety (City Hall) P.O Box 3399 Bristol BS1 9NE email: Health.safety@bristol.gov.uk Bristol City Council, Health & Safety, City Hall, College Green, Bristol, BS1 5TR	0117 922 3388
Bristol City Council Pollution Control	Postal applications should be directed to: Bristol City Council Pollution Control (City Hall) PO BOX 3399 Bristol BS1 9NE email: pollution@bristol.gov.uk Bristol City Council - Pollution Control City Hall, College Green, Bristol, BS1 5TR	0117 922 2500
Bristol City Council	Postal applications should be directed to:	0117 922 3604

Trading Standards	Bristol City Council Trading Standards (100 TS) P.O Box 3399 Bristol BS1 9NE email: Trading.standards@bristol.gov.uk Bristol City Council – Trading Standards 100 Temple Street, Bristol, BS1 6AG	
Bristol City Council – Children and Young Peoples Services (for matters relating to the protection of children from harm)	Child Protection 3 rd Floor Bridewell Police Station 1-2 Bridewell Street Bristol BS1 2AA email: childprotection@bristol.gov.uk	0117 9037780
Bristol City Council Licensing Authority	Postal applications should be directed to: Neighbourhood Enforcement Team (100 TS) PO BOX 3399 Bristol BS1 9NE email: licensingresponsibleauthority@bristol.gov.uk Bristol City Council - Licensing Team 100 Temple Street, Bristol, BS1 6AG	0117 3574900
Associate Director of Public Health	Postal applications should be directed to: Public Health (City Hall) PO BOX 3399 Bristol BS1 9NE email: inclusionhealth@bristol.gov.uk Bristol City Council - Public Health Principal City Hall, College Green, Bristol, BS1 5TR	0117 900 2629
Coastguard and Maritime Agency (for applications involving boats)	Cardiff Marine Office Ocean Way Cardiff CF24 5JW Email: cardiffmo@mca.gov.uk	02920448822
Principal Inspector for the Bristol Area (for HSE enforced premises such as Council owned land and fairs)	Health and Safety Executive 4 th Floor The Pithay All Saints Street Bristol BS1 2ND	
Home Office Immigration Enforcement	Alcohol Licensing Team Lunar House 40 Wellesley Road Croydon CR9 2BY Or email: alcohol@homeoffice.gov.uk	

ANNEX C

Sample site notice format (The notice must be in font size 16 or larger)

LICENSING ACT 2003
Application for the Grant of a Club Premises Certificate

I (Insert full name of applicant).....

Of (Insert the full postal address of the premises).....

(Where there is no postal address a description of the premises sufficient to enable the location and extent of the premises to be identified)

I have submitted an application for the grant of a club premises certificate to Bristol City Council, Licensing Authority 100 Temple Street, Bristol BS1 6AG. The record of the application may also be inspected at this address between 9.00 am and 5.00 pm Mon – Friday, or on the Council’s website at www.bristol.gov.uk.

Details of application (Type of licensable activity, proposed days & times of activities and opening hours of premises, details of any non standard timings & any seasonal variations).....

Relevant persons and responsible authorities may make written representation to the relevant Licensing Authority by.....(Insert date which shall be no less than 28 consecutive days starting on the day after the day on which the application was given to the Licensing Authority) such representation shall be made in writing to Licensing Team, PO Box 3300, Bristol, BS1 9LN or via email: licensing@bristol.gov.uk

It is an offence to knowingly or recklessly make a false statement in connection with an application, the maximum fee for which a person is liable assuming conviction for the offence is level 5 on the standard scale.

ANNEX D

Sample newspaper notice format.

LICENSING ACT 2003
Application for the Grant of a Club Premises Certificate

I (Insert full name of applicant).....

Of (Insert the full postal address of the premises).....
.....
.....

(Where there is no postal address a description of the premises sufficient to enable the location and extent of the premises to be identified)

I have submitted an application for the grant of a club premises certificate to Bristol City Council, Licensing Authority 100 Temple Street, Bristol BS1 6AG. The record of the application may also be inspected at this address between 9.00 am and 5.00 pm Mon – Friday, or on the Council’s website at www.bristol.gov.uk.

Details of application (Type of licensable activity, proposed days & times of activities and opening hours of premises, details of any non standard timings & any seasonal variations).....
.....
.....

Relevant persons and responsible authorities may make written representation to the relevant Licensing Authority by.....(Insert date which shall be no less than 28 consecutive days starting on the day after the day on which the application was given to the Licensing Authority) such representation shall be made in writing to Licensing Team, PO Box 3300, Bristol, BS1 9LN or via email: licensing@bristol.gov.uk

It is an offence to knowingly or recklessly make a false statement in connection with an application, the maximum fee for which a person is liable assuming conviction for the offence is level 5 on the standard scale.