

Club Premises checklist

Please note your application will not be complete until the check list is fully completed (validated)

checklist

- an application form and declaration for a club premises certificate to be granted (PDF or eform)
- plan of the premises (1:100)
- copy of club rules
- copies of the application and plans to responsible authorities
- advertise the application in local paper within 10 days of application (a copy of the advertisement from the newspaper should be forwarded to the licensing department)
- appropriate fee (dependent on rateable value) by cheque or telephone once application has been received.

Payments can also be taken online

<https://ip.epaycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage&siteId=218&languageCode=EN&source=AIP>

however you must **include** the receipt with applications.

- Copy of notice of application on blue paper displayed on premises for at least 28 consecutive days, starting the day after the day on which the application was given to the council.

Providing there are no relevant objections within the 28 days consultation, the licence will be granted as soon as possible, but no later than 28 days following the closure of the consultation period.

Club Gaming Permit – see PERMITS under GAMBLING LICENCES

- no more than three gaming machines (these may be from categories B3A, B4, C or D but only one B3A machine)
- the provision of equal chance gaming (for example, poker) The provision of games of chance (for example, pontoon, is also allowed.

Club Machine Permits – see PERMITS under GAMBLING LICENCES

- Up to three gaming machines of categories B3 B4, C and D
- No child or young person can use a category B or C machine on the premises
- The holder must comply with any relevant code of practice about the location and operation of gaming machines.
- There is an annual fee for this Permit, the first of which must be paid within 30 days of the Permit becoming effective.
- A Permit lasts for 10 years.
- A Permit can be cancelled if the holder fails to pay the annual fee

- A copy of the permit must be kept on the premises and available for inspection at all times. It is an offence not to produce it when requested to do so by a constable or an enforcement officer.
- If a Permit is lost, stolen or damaged, you may apply for a replacement (such replacement being subject to a fee).