

Introduction

This leaflet gives advice to clubs that wish to supply alcohol or provide regulated entertainment to their members or guests.

Supply of Alcohol

Under the Licensing Act if a club wants to be able to sell or supply alcohol or provide regulated entertainment, then it has two choices. It can apply for a Premises Licence or a Club Premises Certificate (CPC).

A Premises Licence is the same licence held by public houses, wine bars, off licences etc. and allows the sale of alcohol or provide entertainment. The disadvantage of holding such a licence is that before alcohol can be sold, the holder of the licence must appoint a Designated Premises Supervisor. This person must hold a Personal Licence issued under the Licensing Act. In order to obtain a Personal Licence the applicant must have passed a recognised course in licensing law. Sales of alcohol must also be supervised by a Personal Licence holder. Anyone can apply for a Premises Licence.

A Club Premises Certificate can only be applied for by a qualifying club but does not require the appointment of a Designated Premises Supervisor or a Personal Licence holder.

If the club only wishes to provide alcohol or regulated entertainment on a few occasions a year then they may be able to make use of Temporary Event Notices as an alternative to either a Premises Licence or a CPC.

Qualifying Clubs

Only a qualifying club can apply for and retain a Club Premises Certificate. To be classified as a qualifying club a number of conditions must be met. Some are specified under the Licensing Act and some are general requirements for clubs. These include:

- the club must be established and conducted in good faith as a club;
- the club must have at least 25 members;
- alcohol must not be supplied to members on the premises other than by the club;
- the purchase and supply of alcohol by the club must be managed by a committee made up of elected members of the club;
- there must be a procedure for people wishing to become a member which must include that there is at least two days between a person's nomination for membership and their admission as a member, this means no joining at the door;
- no one may receive any commission or monetary benefit etc. for the supply of alcohol at the club;
- the club must have a set of club rules that have been adopted following a vote by the membership;
- the club must have a Chairman, Treasurer, and Secretary who are voted into office by the club members each year;
- the club must have a committee to manage the club voted into office by the members;
- the club must produce annual accounts that are ratified each year by the membership;

- the club must have an up-to-date list of members;
- the club must have a membership fee or subscription, payable each year to the club, and which has been collected from the members;
- the club can only hold a Club Premises Certificate in respect of premises occupied by the club and habitually used for the purposes of the club.

Licensable Activities

A Club Premises Certificate may authorise any of the following activities:

- the supply of alcohol by the club to members of the club;
- the sale of alcohol by the club to a guest of a member of the club for consumption on the premises;
- the provision of regulated entertainment by the club for members of the club and their guests.

How do I apply for a Club Premises Certificate?

You must apply to the Council and the application must include:

- a completed application form;
- a club operating schedule;
- a plan of the premises in the required form;
- a copy of the clubs rules; and
- the required fee.

There are additional rules as to how the application must be advertised. The application process may take a couple of months before a certificate is granted.

How long does a Club Premises Certificate last?

A Club Premises Certificate has no time limit and will continue to have effect unless it is:

- withdrawn by the licensing authority following a review of the certificate;
- if the club ceases to be a qualifying club; or
- if it is surrendered by the club.

Please note that there is an annual fee payable to the Licensing Authority for the maintenance of the Club Premises Certificate.

Club responsibilities

If the club stops being a qualifying club then the Council is required by law to withdraw the Club Premises Certificate. The club will then no longer be able to supply alcohol to its members or provide regulated entertainment. The club will cease to be a qualifying club if it no longer meets all of the conditions listed above, e.g. its membership falls below 25 or it is no longer being run as a club.

Once a CPC has been granted the club has a number of responsibilities it must fulfil. Failure to do so may be a criminal offence. A separate leaflet is available on this subject.

For further advice about the Licensing Act 2003, visit the Council's website at:

www.elmbridge.gov.uk/licensing

We would welcome your comments on this, or any of our other leaflets, to ensure they meet the needs of the users of our services.

If you would like more information in your own language, large print, on tape, or in Braille please contact us at the address and telephone number shown below.

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Clubs - Getting Licensed

Advice for Clubs wanting to sell or supply alcohol or provide regulated entertainment



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