

## Introduction

This leaflet is intended to provide information to clubs who have been granted a Club Premises Certificate (CPC) as to their responsibilities under the Licensing Act 2003. We have produced a separate leaflet outlining how a club can apply for a CPC. Different responsibilities and rules apply if the club has a Premises Licence.

## My club has a CPC – now what?

In order to get a CPC the club must have been judged to be a Qualifying Club but you must remain a Qualifying Club and you must comply with the requirements of the Licensing Act.

## Qualifying Clubs

To be classified as a qualifying club a number of conditions must be met. Some of these are specified under the Licensing Act and some are general requirements for clubs.

- 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 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 to adopt the rules
- the club must have a Chairman, Treasurer, and Secretary who have been 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
- there must be an up to date list of members
- there must be 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 CPC in respect of premises occupied by the club and habitually used for the purposes of the club

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 in good faith as a club. If you haven't got club officers or the

club has not held an AGM or produced annual accounts then it is almost certainly not being run in good faith as club and will be withdrawn.

## Club Responsibilities

In addition to ensuring that the club remains a Qualifying Club the club, through its officers, must also comply with the requirements of the Licensing Act.

- The club must abide by the conditions of the CPC including times of opening.
- The club secretary must ensure that the CPC is held at the premises in the custody of a person nominated by the secretary in writing to the Council and the CPC must be produced on demand to Police officers or Licensing Officers. The secretary commits an offence if he fails to nominate someone.
- The nominated person holding the CPC must ensure that the summary of the CPC is displayed at the club premises.
- The club must notify the Council in writing within 28 days of any changes to the club rules or the club name.
- If the CPC allows and alcohol is supplied for consumption off the premises, it must be supplied in a sealed container and only to a member and not a guest.
- The club premises may not be significantly altered without an application for a variation of the CPC being made to the Council.
- The club must ensure that there is no supply of alcohol to under 18's.

## Annual Fee

Anyone holding a Premises Licence or a club holding a CPC has to pay an annual fee. The fee is determined according to the Non Domestic Rateable Value of the property to which the Licence or Certificate relates. It is not a renewal fee because a CPC remains in force forever until it is surrendered or withdrawn or it lapses. The fee is merely an annual fee payable by law because the CPC is in existence.

Not paying the fee does not result in the CPC lapsing or becoming cancelled. The annual fee becomes payable each year on the anniversary of the grant of the CPC.

If a club holding a CPC or vacates its premises it should surrender the CPC so that no further annual fees become payable. If a CPC is surrendered part way through a year there is no refund of part of the fee.

If an annual fee is not paid the Council will seek to recover the fee as a civil debt and this can include court action. Whilst we do try to send invoices out for the annual fees we are not required to do so and it is responsibility of the club to pay the fee even if it hasn't received an invoice.

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

[www.elmbridge.gov.uk/licensing](http://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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Produced by Environmental Health & Licensing  
October 2008

## Licensed Clubs – Your Responsibilities

**Advice about your  
responsibilities under the  
Licensing Act 2003.**



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