

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.

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.

BENSWAM COMMUNITY FISHERS CLUB
 (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 BENSWAM COMMUNITY FISHERS CLUB			
Postal address of premises or, if none, Ordnance Survey map reference or description 100 COATS WORTH RD GATESHEAD NE8 1QP			
Post Town		Postcode	
Telephone number (if any)	NONE		
E-mail address (optional)	NONE		

Name of person performing duties of a secretary to the club JOHN HAYDEN			
Address of person performing duties of a secretary to the club 94 BENSWAM COURT GATESHEAD NE8 1XY			
Post Town		Postcode	
Daytime contact telephone number (if any)	07842 120930		
E-mail address (optional)			

* Non-domestic rateable value of premises	£
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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
ASAP		

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) MEMBERS CLUB ONLY FISHING SPORT PIGEONS
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If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

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

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)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for performing plays (please read guidance note 5)		
Thur					
Fri			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 (please read guidance note 6)		
Sat					
Sun					

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	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	Please give further details here (please read guidance note 4)					
Mon								
Tue								
Wed						State any seasonal variations for the exhibition of film (please read guidance note 5)		
Thur								
Fri						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 (please read guidance note 6)		
Sat								
Sun								

C

Indoor sporting events Standard days and timings (please read guidance note 7)			Please give further details here (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 5)
Wed			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 (please read guidance note 6)
Thur			
Fri			
Sat			
Sun			

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"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
Wed					
Thur			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)		
Fri					
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	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	Please give further details here (please read guidance note 4)					
Mon								
Tue								
Wed						State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur								
Fri						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								
Sun								

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue			State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Wed					
Thur			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 (please read guidance note 6)		
Fri					
Sat					
Sun					

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	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue			State any seasonal variations for the performance of dance (please read guidance note 5)		
Wed					
Thur			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)		
Fri					
Sat					
Sun					

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		
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				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			Please give further details here (please read guidance note 4)		
Wed					
Thur			State any seasonal variations for this entertainment (please read guidance note 5)		
Fri					
Sat			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					

I

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption <u>-please tick</u> (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
Day	Start	Finish		Off the premises	<input type="checkbox"/>
Mon	4:00	22:30	<u>State any seasonal variations</u> (please read guidance note 5)	Both	<input type="checkbox"/>
Tue	9:00	22:30			
Wed	9:00	22:30			
Thur	4:00	22:30	<u>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</u> (please read guidance note 6)		
Fri	9:00	22:30			
Sat	4:00	22:30			
Sun	9:00	22:30			

J

Hours club premises are open to the members and guests Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	4-00	23-00	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 (please read guidance note 6)
Tue	9-00	23-00	
Wed	4-00	23-00	
Thur	9-00	23-00	
Fri	9-00	23-00	
Sat	9-00	23-00	
Sun	9-00	23-00	

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).

NONE

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)

b) The prevention of crime and disorder

CC TV 28 DAYS FOOTAGE KEPT
FOR AND CAMERA BY DOOR/FILL

c) Public safety

d) The prevention of public nuisance

NO MUSIC NO DANCING
LEAVE QUIETLY SIGN ON DOOR

e) The protection of children from harm

ONLY SUPERVISED CHILDREN
ALLOWED IN MUST BE BUT BEFORE 8 PM

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.

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.

Part 3 – Signatures (please read guidance note 11)

I JOHN HAYDEN
(Insert full name)

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

*

Signature	<u>John Hayden</u>
Date	
Capacity	<u>SECRETARY</u>

Address for correspondence associated with this application (please read guidance note 12)

Post town		Post code	
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.

Rules

Name and Objects

Name

The Club shall be named the Bensham Community Fishers Club

1) Objects

The objects of the Club shall be:-

To carry out the business of a bona-fide Members' Club providing the means of social activity, mutual helpfulness, mental and moral improvement, recreation, and other advantages of a Club.

The sale of alcohol to meet all government legislation to members only and a minimum of 18 year old persons.

No music ,dancing or entertainment.

A minimum of 25 Members.

Additional condition 1 is that (so far as not managed by the club in general meeting or otherwise by the general body of members) the purchase of alcohol for the club, and the supply of alcohol by the club, are managed by a committee whose members—

(a) are members of the club;

(b) have attained the age of 18 years; and

(c) are elected by the members of the club.

This subsection is subject to section 65 (which makes special provision for industrial and provident societies, friendly societies etc.).

Additional condition 2 is that no arrangements are, or are intended to be, made for any person to receive at the expense of the club any commission, percentage or similar payment on, or with reference to, purchases of alcohol by the club.

Use of the Club's Name

The registered name of the Club shall be kept painted or affixed on the outside of the Club premises, in a conspicuous position in letters easily legible, and shall be mentioned in legible characters on all business letters, notices, advertisements and other official publications of the Club. Further, in all bills of exchange, promissory notes, endorsements, cheques, and orders for money or goods purporting to be signed by or on behalf of the Club, and on all bills, invoices, receipts and letters of credit of the Club,

2)Rules

b) Supply

The Secretary shall be supplied by the Committee with copies of the registered rules, and shall be bound to deliver a copy to all members on their election and to any other person, on demand, together with copies of registered partial amendments on such payment (not exceeding 10 pence), as the Committee may from time to time determine.

c) Amendment

No amendment of these rules is valid until voted upon by members at a general meeting.

d) Bye-Laws

The Committee shall have power to make such bye-laws as it may consider necessary for the good order and management of the Club, provided that no such bye-laws shall conflict with any of the rules. A copy of all such bye-laws shall be posted conspicuously on the Club notice-board.

c) Amendment

No amendment of these rules is valid until voted upon by members at a general meeting.

d) Bye-Laws

The Committee shall have power to make such bye-laws as it may consider necessary for the good order and management of the Club, provided that no such bye-laws shall conflict with any of the rules. A copy of all such bye-laws shall be posted conspicuously on the Club notice-board.

2) Eligibility for Membership

All members of the Club must be at least 18 years of age.

3) Application for Membership

a) Financial Membership

Applications for financial membership shall be made to the Club Secretary.

Applicants must sign an application form. The application form must contain present name, address of each applicant signed by a proposer who must be a full member of the Club and a seconder who must be a Committee member or Trustee of the Club. This form shall be posted in the Club for at least two clear days prior to the proposed member's name being considered by the Committee.

The Committee has the sole authority to admit applicants to membership or to reject them. The decision of the Committee shall be final.

The reasons for the decision shall not be conveyed to the applicant.

Immediately upon admission the new member shall: -

- (a) Be provided with a copy of the Club's registered rules.
- (b) Pay the current joining fee and subscription;
- (c) Receive a 49 Social Club membership card.

b) Temporary Membership

Application for temporary membership shall be made to the Secretary. Where applicable, applicants must submit evidence of their membership to the Bensham Community Fishers Club.

The names and addresses of applicants for temporary membership should be posted in the Club for at least two clear days before the membership becomes valid.

The Committee may authorise the admission of temporary members from a date being two clear days from the date of receipt of the relevant application.

Membership shall only become valid after the payment of a subscription in accordance with the next rule, the receipt for which shall constitute the temporary membership card.

Subscriptions and Joining Fees

4) Who pays

All members (including Senior Citizens) shall pay an initial joining fee together with a subscription as may from time to time be determined by the Committee, and ratified by the members at an Annual General Meeting.

Temporary members shall pay a joining fee and subscription as determined by the Committee

5) Payments Due

The subscription for the current financial year becomes due as soon as an applicant is admitted to membership and subsequently on the first day of January being the beginning of the Club's financial year.

6) Arrears

Any member who has not paid his subscription within 31 days after it has become due shall be considered to be "in arrears"

Any member "in arrears" shall be liable to pay a fine as set by the committee along with the annual subscription.

7) Lapsed Membership

Any member whose subscription is still not paid within four weeks of becoming in arrears shall cease to be a member

Senior Citizens

Upon completion of 2 full and consecutive years of membership shall be entitled to reduced membership so long as they have not been in contravention of any of the rules of the Club.

Committee Members

Members of the Club who have served as elected members of the Committee for 5 consecutive years shall be awarded honorary Life Membership in recognition of their service to the Club.

Register of Members

8) Register

The Club shall keep at its registered office a register in which the Secretary shall enter the following particulars: -

- (a) the names and addresses of all the members;

- (b) the names and addresses of the Officers and Committee with the offices held by them respectively and the dates on which they assumed office.

9) Address Change

Any member changing his address must notify the Secretary of such change within fourteen days thereafter.

10) Cessation of Membership

A member shall cease to be a member: -

- (a) By non-payment of subscriptions;
- (b) By expulsion;
- (c) By resignation; (Any member wishing to resign must send written notice to the Secretary and have his resignation formally accepted by the Committee).
- (d) Upon death:

11) Admission of Non-Members to the Club

a) Guests of Members

In addition to their family any member may introduce friends as guests provided that no member may introduce more than two guests at any one time and no individual (who is eligible for membership) may be introduced as a guest more than twice in one year

Guests and the member introducing them shall sign their name in a book kept for that purpose

Members shall be responsible for the good behaviour of guests introduced by them during the period of their stay in the Club and in the event that a guest is removed from the Club premises for misconduct or other cause, the member introducing such a guest may be subject to disciplinary procedures. The member must be present throughout the period their guests are in the Club.

b) Guest Approved by the Committee

Persons attending the following functions organised by the Committee or organised by a member and approved by the Committee may be admitted to the Club and pursuant to section 49 of the 'Licensing Act 1964' (or subsequent legislation) intoxicants sold to them, provided that such sales shall be limited by any conditions imposed on the Club's on license by the Magistrates' Court: -

- (a) sporting teams and their officials and supporters engaged in sporting fixtures in which a representative team from the Club is participating; or
- (b) occasions of a member's personal or family nature including parents, grandparents and descendants, not organised for profit and which are customarily celebrated, e.g. weddings, retirements, silver and golden wedding anniversaries, etc..

c) Exclusions

Notwithstanding the above entries under Admission of Non-Members to the Club, the following may not be admitted as guests:-

- (a) former members who have ceased to be members under any of the previously stated rules;
- (b) persons whose application for membership has been refused;
- (c) members who are suspended under any stated rule of this rule book;
- (d) members who have been ordered to withdraw and who have not subsequently met the Committee.

12) Hours of Opening and Closing Club Premises

The Club shall be opened and closed at such hours as may from time to time be fixed by the Committee and as posted in the Club.

13) Permitted Hours

The permitted hours for the supply of intoxicants shall be fixed by the Committee within (and in accordance with) section 62 of the 'Licensing Act 1964' and schedule 1 of the 'Licensing Act 1988' (or subsequent legislation) and the total general licensing hours applicable to the Petty Sessions Division

within which the Club premises are situated. The permitted hours shall be incorporated in a bye-law which shall be displayed in the Club and be notified to the Clerk to the Justices and the Chief Officer of Police.

Insofar as these rules allow for the sale of intoxicants such sale shall also be limited to the permitted hours fixed by the Committee.

The permitted hours may be extended only by application to the relevant Magistrates' Court pursuant to the 'Licensing Act 1964' (or subsequent legislation).

14) General Meetings

a) Ordinary General Meetings

Ordinary general meetings shall be held as directed by the Committee

The agenda for the meeting must be posted prominently on the Club premises for at least seven days prior to the meeting.

Notice of a motion submitted in writing by any member at least seven days before the date of such meeting shall be added to the agenda by the Secretary. No matters other than those which appear on the agenda shall be discussed at an ordinary general meeting.

b) Annual General Meeting

The annual general meeting of the members shall be held in the month of April in each year, on a date to be fixed by the Committee. The Secretary shall post the date and time of the meeting together with an agenda of the business to be conducted prominently in the Club for at least seven days prior to the date of the meeting.

The business of the meeting shall be to receive a report by the Committee for the previous financial year, to receive a statement of accounts and balance sheet and the report of the auditor for the previous financial year, and such other business as may be included in the agenda.

The Secretary shall add notice of a relevant motion in writing submitted by any financial member at least seven days before the date of such meeting to the agenda.

c) Special General Meetings

How to be called:

A special general meeting shall be called by the Secretary in the following circumstances:-

- (a) upon the direction of the Committee, and in accordance with such direction;
- (b) on a requisition, signed by one-fifth of the members or 25 such members, whichever is the less, stating the special object thereof. The requisition should include both the printed name and signature of the member. Such meeting shall be held within not less than 21 days and not more than 28 days from the date of the receipt by the Secretary of the requisition.

Notice to be given:

Notice of any special general meeting, and of the objects for which it is called, shall be posted prominently in the Club by the Secretary for at least seven days prior to the date of the meeting.

Business:

No business other than that named in the notice shall be brought before a special general meeting.

d) Quorum

A general meeting may proceed to business if twenty qualified members are present within half an hour after the time fixed for the meeting, otherwise the meeting, if a special general meeting convened on the requisition of the members, shall be dissolved: but if an ordinary annual or special general meeting convened by order of the Committee shall stand adjourned to the week following at the same time, and the meeting so adjourned may proceed to business, whatever be the number of members present. No meeting shall become incompetent to transact business from the want of a quorum arising after the chair has been taken.

e) Presiding Officer

The Chairman, or the Vice-Chairman, or in the absence of all these officers, a member elected by the meeting shall preside at all general meetings.

f) Voting

All members may attend and speak at any general meeting.

All members shall be entitled to vote on any resolution.

Voting shall be decided by simple majority of those present except as otherwise provided in these rules and in the event of a tied vote the motion shall be deemed to be lost.

g) Rescinding

No resolution passed by a general meeting shall be rescinded, except by another general meeting called in accordance with the rule on Ordinary, Special and Annual Meetings. (as seen above)

17) Officers

a) Officers

Officers of the Club shall consist of a Chairman and Vice-Chairman who shall be elected annually by and be members of the Committee, and the Secretary who shall be appointed by the Trustees.

b) Trustees

Trustees are to be five in number and shall be responsible for the general overseeing of the good running of the club.

Vacation of Office

Any elected Officer shall vacate their office: -

- (a) upon removal from office;
- (b) upon cessation of membership of the Club;
- (c) upon suspension;
- (d) upon resignation submitted to the Secretary in writing and accepted by the Committee;
- (e) upon death.

c) Vacancies

In the event of a vacancy arising among the elected officers, the Committee shall have power to appoint an eligible member to fill the vacancy until the next ballot held. The period of appointment should not to exceed twelve months.

d) Honoraria

Officers other than the Secretary may receive such honorarium (if any) as the members in general meeting may from time to time decide.

e) Duties of Officers

The Chairman

The Chairman shall normally preside at all meetings of the Committee and shall have overall responsibility for the conduct of Club affairs.

The Vice-Chairman

The Vice-Chairman shall deputise for the Chairman as necessary

The Secretary

The Secretary shall be responsible for the paying into the bank of all monies received by the Club from all sources, without any deduction for any purpose whatever, to the credit of an account opened in the name of the Club at such bank and in such manner as the Committee may direct. Furthermore, the Secretary shall keep such accounts and pay such debts of the Club as the Committee shall direct, and must render to the Committee or a general meeting an account of any monies received and expended by him. He will attend all general meetings (and all Committee meetings in a non-voting capacity) as directed by the Committee.

The Secretary shall keep upon the Club premises a list of the names and addresses of the members of the Club, and a subscription book (or books) in which shall be recorded the payments of such members.

He shall carry out the directions of the Committee and subject to such directions, shall receive monies on account of the Club, and keep such accounts as the Committee may direct

He shall attend all general meetings (and all Committee meetings in a non-voting capacity) as directed by the Committee, take minutes of the proceedings, ensure the preparation of accounts and balance sheets and annual returns, and submit the same to the auditor.

18) The Committee

Management of the Club

The Committee shall be responsible for the management of the Club having regard to these rules and to any resolution of a general meeting called.

The Committee, or any officers authorised by them, shall have the power to give orders for goods to be supplied and work to be done as may be necessary for carrying out the purposes of the Club. However, nothing in this rule shall empower the Committee to incur expenditure except such as is consistent with the purposes for which the Club is established.

No member shall by virtue of his appointment have power to order goods or dispose of the funds of the Club.

a) Payments to Members of the Committee

Unless specifically authorised by a general meeting, a member of the Committee may not: -

- (a) supply goods to the Club for payment;
- (b) enter into a contract for work to be done for the Club;
- (c) hold any office of salary or profit paid by the Club.

Note. Honoraria may be paid to officers or other members of the Committee if specifically and individually authorised by the members at a general meeting.

b) Conduct of Meetings

Frequency

The Committee shall meet at least once per month for general business. The Chairman or in his absence the Vice-Chairman or in his absence a chairman elected by the members present shall take the chair at meetings of the Committee.

c) Voting

The quorum of the Committee shall consist of at least two-thirds of the total membership of the Committee.

Each member of the Committee shall have one vote only. Except where otherwise provided in these rules, motions shall be decided by a simple majority of those present and voting and in the event of a tie, the motion shall be deemed to be lost.

d) Minutes

Minutes of all meetings of the Committee shall be taken by the Secretary (or in his absence a member appointed by the Committee). The Secretary shall cause the minutes of the meetings to be retained for at least ten years.

e) Vacation of Office

Committee members will vacate their office: -

- (a) upon cessation of membership of the Club;

- (b) upon suspension;
- (c) upon resignation submitted to the Secretary in writing and accepted by the Committee;
- (d) upon death:

f) Vacancies

In the event of a vacancy arising amongst the members of the Committee, the Committee shall have power to appoint an eligible member to fill the vacancy until the next ballot, the period of appointment not to exceed twelve months.

g) Sub-Committees

The Committee may appoint sub-committees as occasion requires and such sub-committees shall be responsible to the Committee.

h) Finance Sub-Committee

The Committee shall, at the first meeting following each election, appoint a sub-committee, to be called the Finance Sub-Committee. It shall consist of 5 members of the Committee and the duty of this Committee will be:-

- (a) to monitor the performance of the Club against budget projections;
- (b) arrange for stocktaking on the last Sunday of each month or alternatively the first convenient day of each month either by themselves or by an agent duly appointed for that purpose;
- (c) check all demands for payment with the order book of the Club, and with the delivery notes and invoices;
- (d) to report to the whole Committee whether such stock records agree with the returns made to the Club by the Steward, and whether the demands are in order and correct;
- (e) to check whether the Secretary's cash record has been duly made up each week and the amount shown is reconciled with the records and bank statements of the Club's accounts;
- (f) present to the Committee at each monthly meeting the records duly made up to date.

The proceedings of the Finance sub-Committee shall be recorded by a nominated member in a minute book kept for that purpose.

19) Conduct of Elections

a) Procedure

The election (other than the Secretary) of Committee members shall be by ballot. No person may hold more than one office. Each member of the Club shall have one vote for each vacancy.

b) Ballots

Ballots shall be held during the fourteen days following the annual general meeting. Such ballots shall remain open for at least three hours on the evenings on two days (consecutive if possible).

c) Scrutineers

Ballots shall be carried out under the direction of the committee by two scrutineers appointed by the Committee and shall not be candidates, committeemen, or officers.

The scrutineers shall, at the conclusion of the ballot, count the votes as entered on the ballot papers and display the results of any such election on the club notice board.

Eligibility

Any member shall be eligible for election only after he has been a member of the Club for at least 2 years and must be proposed and seconded by two members who must sign the nomination form. No member applying for election to the Committee may do so if they are elected to any other committee of any other club outside of the 49 Social Club.

d) Nominations

At least three weeks before the day fixed for any ballot, a notice shall be posted prominently on the Club premises by the Secretary, inviting nominations of candidates for election to the committee

The trustees may at their discretion, interview potential new candidates for election to the Committee to establish their suitability or desirability for the position

e) Result of Ballots

The result of ballots shall be made known within twenty-four hours of the close of the ballot. This to be by posting a notice on the Club notice-board, attested by the signatures of the scrutineers recording the number of votes polled by each candidate and indicating which of the candidates are elected. The candidates receiving the highest number of votes being those elected.

20) Misconduct of Members

No gaming (other than that permitted by law), drunkenness, prohibited drugs, bad language or other misconduct shall be permitted on the Club's premises. Any officer or any member of the Committee shall have power to order the immediate withdrawal from the Club's premises of any member offending under the provisions of this rule and the member may be dealt with by the Committee under the disciplinary rule. Such a member shall have no right of re-entry to the Club premises or benefits of membership until requested and attending to meet the Committee. If the next ordinary meeting of the Committee be within less than three days the member may claim to appear before them at that meeting and to have his case dealt with, waiving the length of notice required by the following rule.

21) Disciplinary Powers of the Committee

The Committee shall have power to reprimand, suspend (for not less than one months nor more than 12 months), or expel any member who shall infringe any rule, or whose conduct, whether within or without the Club premises, shall in their opinion, bring the name of the 49 Social Club into disrepute and render the member unfit for membership.

No member shall be suspended or expelled without being given an opportunity to be heard by the Committee and to advance a defence, nor unless a majority (of two-thirds of the Committee then present) shall vote for his suspension or expulsion.

Every member required to appear before the Committee under this rule shall receive at least seven clear days' notice in writing from the Secretary and the appearance shall normally be within 40 days of the alleged offence.

The Secretary shall notify the member of the Committee's decision in writing to within seven days.

Any member has the right of appeal and the trustees of the Club will hear any such appeal.

A suspended member shall remain liable to pay his subscription, but shall not be permitted to use any of the facilities of the Club or take any part in the affairs of the Club except as may be provided by the Act. The Secretary shall hold the Club membership card of suspended members.

a) Dress Code

Members shall be expected to maintain a reasonable standard of dress and shall under no circumstances wear clothing deemed to be offensive to other members of the club.

21) Livestock

No animals (except guide dogs) shall be permitted on club premises in any areas where the preparation of food takes place, in accordance with health and hygiene legislation

22) Inspection of records by Members

Discretionary

A member may, at the discretion of the Committee, on giving seven clear days prior notice of his reason in writing to the Secretary, inspect the minutes of any meeting of the Committee.

23) Investments

The Committee may invest the funds of the Club in or upon any security, being a security in which trustees are for the time being authorised by law to invest for which purposes sections 1 to 6 of the 'Trustee Investment Act 1961' or any Act or Acts amending or in substitution for the same and for the time being in force shall apply as if the Club were a trustee and its funds were trust property; but not otherwise.

24) Loans

The Committee may take any such loan on such terms as to the rate and manner of repayment as it thinks fit; but terms as to the rate of interest agreed to be given on any such advance shall not exceed 5 per cent, per annum or 2 per cent, per annum above base lending rate, whichever is the higher (except monies borrowed by way of a bank loan or overdraft or by way of a mortgage of the Club's premises).

25) Dissolution

The Club may at any time be dissolved by the consent of three-fourths of the members, testified by their signatures to an Instrument of Dissolution in the form provided by the Statutory Regulations in that behalf, or by winding up in a manner provided for by the Act.

26) Interpretation

In these rules:-

- (a) words importing the singular or plural shall include the plural and singular respectively;
- (b) words importing the masculine gender shall include the feminine;
- (c) "records" shall mean books, or computer data;
- (d) "local newspaper" shall mean a newspaper circulating freely in or about the locality in which the Club's office is situated;
- (e) reference to the "National Council" shall include successor bodies appointed within the 49 Social Club;
- (f) reference to statutes shall include subsequent legislation;
- (g) "employee" shall mean any person who is required by statute to receive a written statement of employment particulars within two months of the start of employment.

Notes

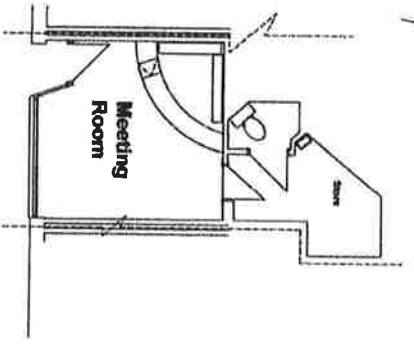
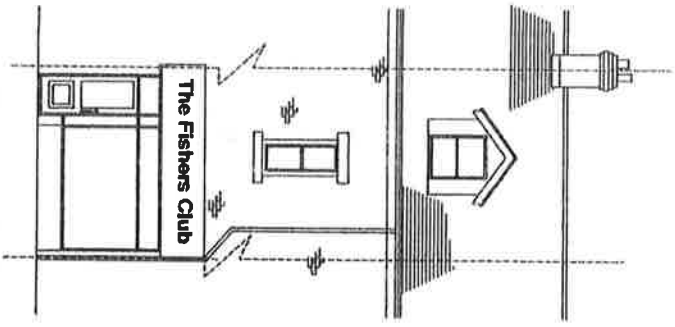
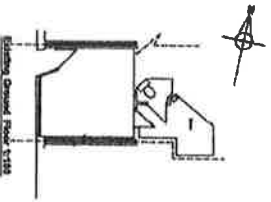
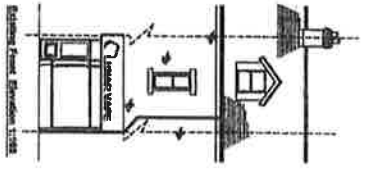
1. All electrical work shall conform to the latest edition of the National Electrical Code (NEC) and all applicable local codes and regulations.

2. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities.

3. The contractor shall maintain the site in a safe and clean condition at all times.

4. The contractor shall be responsible for protecting all existing utilities and structures on the site.

5. The contractor shall be responsible for the disposal of all waste materials in accordance with applicable regulations.



**Proposed Change of Use,
360 Commonwealth Road,
Dorchester,
Type B Revue
100% TDR**

All electrical work shall conform to the latest edition of the National Electrical Code (NEC) and all applicable local codes and regulations.

The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities.

The contractor shall maintain the site in a safe and clean condition at all times.

The contractor shall be responsible for protecting all existing utilities and structures on the site.

The contractor shall be responsible for the disposal of all waste materials in accordance with applicable regulations.

DATE	DESCRIPTION
10/15/2023	ISSUED FOR PERMIT
10/15/2023	ISSUED FOR PERMIT



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 BENSHAM COMMUNITY FISHERY CLUB	
Postal address of club, if any, or, if none, ordnance survey map reference or description 100 COATS WORTH RD CATRISH RD NE 81QP	
Post Town	Postcode
Telephone number (if any)	NONE
E-mail (optional)	NONE

CLUB DECLARATION AS TO QUALIFYING CLUB STATUS

BENSHAM COMMUNITY FISHERY CLUB
(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

Please give relevant club rule number(s)

*

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

Please give relevant club rule number(s)

*

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

*

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

**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)

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

Please give relevant club rule number(s)

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

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

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

*** 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)

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

Please give relevant club rule number(s)

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),

(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),

(b) or, as follows

(please provide a short description)

Any gain arising will be distributed to the members.

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

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

Rule 10th h. Finance sub committee.

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)

Stock Records & Stock Taking
Cash Record
Budget Projections.
Bank Statements of Club accounts.
Finance Committee to meet every month.

Please tick Yes

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

(Rule 1)

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

Rule 1

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

Please give relevant rule number(s), if any

Rule 1

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

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

Rule 1

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

Signature Jan Wajale

Date 20. 8. 19

Capacity Secretary

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 administering public funds for these purposes.

APPENDIX 1

LICENSING ACT 2003 - POOL OF MODEL CONDITIONS

CONDITIONS RELATING TO THE PREVENTION OF CRIME AND DISORDER

1. The Licensee, that is the person in whose name the Premises Licence is issued, shall ensure that at all times when the premises are open for any licensable activity, there are sufficient, competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the Licence and for preventing crime and disorder.
2. The Licensee shall ensure that on each day that door supervisors are engaged for duty at the premises, their details (names and licence numbers) are recorded in an appropriate book kept at the premises. In conjunction with this record book, the licensee shall also keep an incident book. This record book and incident book must be available for inspection by the Police or Authorised Officer at all times when the premises are open.
3. Glass bottles containing beverages of any kind shall not be left in the possession of any patrons after service and following the discharge of the contents into an appropriate glass or drinking vessel.
4. Glass bottles containing wine may be sold for consumption with a meal taken at a table, by customers who are seated in an area set aside exclusively for patrons taking table meals.
5. No persons carrying open or sealed glass bottles shall be admitted to the premises at any time that the premises are open for any licensable activity.
6. One pint and half pint capacity drinking glasses, and highball (tumbler) drinking glasses, in which drinks are served, shall be of strengthened glass (tempered glassware) or of a material whereby in the event of breakage, the glass will fragment with no sharp edges being left. Alternatively, drinks may be served in non-glassware drinking vessels (e.g. plastic, polystyrene, waxed paper).
(Note. Weights and measures legislation requires the use of "stamped glasses" where "meter-measuring equipment" is not in use.)
7. No glass drinking vessels or glass bottles shall be permitted (in the areas described in the attached schedule and delineated on the approved plan.)
8. No patrons shall be allowed to leave the premises whilst in the possession of any drinking vessel or open glass bottle, whether empty or containing any beverage.
(Note. This condition shall not apply to patrons who have purchased beverages for consumption off the premises (within the curtilage of the premises licensed area or in the area covered by a Pavement Café Licence) with the express consent of the Licensee, designated premises supervisor or responsible person.)
9. The Licensee and designated premises supervisor shall ensure that there are effective management arrangements in place to enable them to know how many persons there are in the premises at all times when the premises are open for a licensable activity.

10. The maximum number of persons permitted to assemble on the licensed premises, or relevant part of the licensed premises shall be indicated by a fixed notice bearing the words "Maximum Occupancy" with letters and numbers not less than 20 mm high, conspicuously sited at each relevant part of the premises and at the reception point.
11. All members of staff at the premises including Door Supervisors shall seek "credible photographic proof of age evidence" from any person who appears to be under the age of 25 years and who is seeking access to the premises or is seeking to purchase or consume alcohol on the premises. Such credible evidence, which shall include a photograph of the customer, will either be a passport, photographic driving licence, or Proof of Age card carrying a "PASS" logo.
12. A suitably worded sign of sufficient size and clarity shall be displayed at the point of entry to the premises and in a suitable location at any points of sale, advising customers that they may be asked to produce evidence of their age.
13. A conspicuous notice shall be displayed on or immediately outside the premises adjacent to the entrance to the premises which gives details of times when the premises are permitted to be open for any licensable activity.
14. A conspicuous notice shall be displayed on, or immediately outside the premises, or immediately adjacent to the premises, which gives details of any restrictions relating to the admission of children to the premises.
15. A CCTV system shall be designed, installed and maintained in proper working order, to the satisfaction of the Licensing Authority and in consultation with Northumbria Police. Such a system shall:
 - Ensure coverage of all entrances and exits to the Licensed Premises internally and externally,
 - The till area
 - Ensure coverage of such other areas as may be required by the Licensing Authority and Northumbria Police.
 - Provide continuous recording facilities for each camera to a good standard of clarity. Such recordings shall be retained (on tape or otherwise) for a period of 28 days, and shall be supplied to the Licensing Authority or a Police Officer on request.
 - Be in operation at all times the premises are in use.
16. The Premises Licence Holder and Designated Premises Supervisor shall cooperate with any reasonable crime prevention initiative which are promoted by the Licensing Officer at Gateshead Police Station from time to time.
17. The Premises Licence Holder and Designated Premises Supervisor shall comply with any reasonable measures required by the Licensing Authority from time to time relating to preventing the sale of alcohol to children.
18. A 'Challenge 25' policy shall be adopted, ensuring that all members of staff at the premises shall refuse to sell alcohol to anyone who appears to be under the age of

- 25 and who is seeking to purchase alcohol unless that person provides credible photographic proof of age evidence.
19. Implementing and maintaining a 'Challenge 25' policy, including staff training to prevent underage sales, and ensuring that all members of staff at the premises shall seek credible photographic proof of age evidence from any person who appears to be under the age of 25 and who is seeking to purchase cigarettes and/or alcohol. Such credible evidence, which shall include a photograph of the customer, will either be a passport, photographic driving licence, or Proof of Age card carrying a 'PASS' logo.
 20. Staff are to be made aware of 'proxy sales' and shall refuse sales of alcohol to adults who they suspect are buying alcohol on behalf of children.
 21. Staff shall refuse to sell age restricted products to any adult who they suspect to be passing age restricted products to under age children (i.e. proxy sales). Details of these refusals should also be kept in the ledger.
 22. Staff are to be given sufficient training agreed with the Licensing Authority in the control of age-restricted products, refresher training for existing staff and training for all new staff.
 23. Accurate training records are to be kept for all staff involved in sales of age-restricted products.
 24. A refusals ledger shall be maintained, and made available to Local Authority enforcement officers on request. Refusals to be supported by the CCTV cameras.
 25. Staff are to be provided with an unobstructed view of the area immediately outside the shop and entrance.
 26. Persons under the age of 18 shall only be allowed to enter or remain on the premises prior to 21:00 hours each day, and only when accompanied by a responsible adult, and with the discretion of the Designated Premises Supervisor.
 27. No person carrying open or sealed glass bottles shall be admitted to the premises at any time that the premises are open for any licensable activity.
 28. There shall be displayed suitably worded signage of sufficient size and clarity at the point of entry to the premises and in a suitable location at any points of sale advising customers that underage sales of alcohol are illegal and that they may be asked to produce evidence of their age.

CONDITIONS RELATING TO PUBLIC SAFETY

29. Notices detailing the actions to be taken in the event of fire or other emergency, including how to summon the fire brigade shall be prominently displayed and protected from damage and deterioration.
30. Temporary electrical wiring and distribution systems shall not be provided without notification to the licensing authority at least ten days before commencement of the

- work and prior inspection by a suitable qualified electrician. Premises shall not be opened to the public until the work is deemed satisfactory by the above parties.
31. Where it is not possible to give ten days notification to the licensing authority of provision of temporary electrical wiring and distribution systems, the work shall be undertaken by competent, qualified persons.
 32. All temporary electrical wiring and distribution systems shall be inspected and certified by a competent person before they are put to use.
 33. An appropriately qualified medical practitioner shall be present throughout a sports entertainment involving boxing, wrestling, judo, karate or similar.
 34. Where a ring is constructed for the purposes of boxing, wrestling or similar sports, it must be constructed by a competent person, and inspected by a Building Control Officer of the Council (at the cost of the applicant). Any material used to form the skirt around the ring must be flame retardant.
 35. At any wrestling or other entertainment of a similar nature, members of the public shall not occupy any seat within 2.5 metres of the ring.
 36. Any Licensee wishing to hold a 'Total Fighting' event on the licensed premises shall first apply to the Council for a variation of this licence and in the event that such application is granted, shall comply with any additional conditions that may be imposed. The term 'Total Fighting' shall include any 'full contact' martial arts involving the combined codes of judo, karate and ju-jitsu, judo, sombo and Olympic wrestling or any other mixed martial arts.
 37. At water sports entertainments, staff adequately trained in rescue and life safety procedures shall be stationed and remain within the vicinity of the water at all material times.

CONDITIONS RELATING TO PUBLIC SAFETY IN THEATRES, CINEMAS, CONCERT HALLS AND SIMILAR PLACES

38. The number of attendants on each floor in a closely seated auditorium shall be as set out on the table below:

Number of members of the audience present on a floor	Minimum number of attendants required to be present on that floor
1	One
101	Two
251	Three
501	Four
751	Five
And one additional attendant for each additional 250 persons (or part thereof)	

39. Attendants shall not be engaged in any duties that would hinder the prompt discharge of their duties in the event of an emergency or entail their absence from that floor or auditorium where they are on duty.
40. All attendants shall be readily identifiable to the audience (but this need not entail the wearing of a uniform).
41. The premises shall not be used for a closely seated audience except in accordance with a seating plan(s), a copy of which is available at the premises and shall be shown to any authorised person on request.
42. No article shall be attached to the back of any seat which would reduce the clear width of seatways or cause a tripping hazard or obstruction.
43. A copy of any certificate relating to the design, construction and loading of any temporary seating shall be kept available at the premises and shall be shown to any authorised person on request.
44. Sitting on floors shall not be permitted except where authorised in the premises licence or club premises certificate.
45. Waiting or standing shall not be permitted except in areas designated in the premises licence or club premises certificate.
46. In no circumstances shall anyone be permitted to:
 - sit in any gangway;
 - stand or sit in front of any exit; or
 - stand or sit on any staircase including any landings.
47. Except as authorised by the premises licence or club premises certificate, no drinks shall be sold to, or be consumed by a closely seated audience except in plastic and paper containers.
48. Clothing or other objects shall not be placed over balcony rails or upon balcony fronts.
49. Any special effects or mechanical installation shall be arranged and stored to minimise any risk to the safety of the audience, the performers and staff.
50. Except with the prior written approval of the Council and subject to any conditions, which may be attached to such approval no special effects shall be used on the premises.

Special effects include:

- dry ice machines and cryogenic fog;
- smoke machines and fog generators;
- pyrotechnics, including fireworks;
- real flame;
- firearms;

- motor vehicles;
- strobe lighting;
- lasers (see HSE Guide 'The Radiation Safety of Lasers used for display purposes' [HS(G)95] and BS EN 60825: 'Safety of laser products');
- explosives and highly flammable substances.

51. Where premises used for film exhibitions are equipped with a staff alerting system the number of attendants present shall be as set out in the table below:

Number of members of the audience present on the premises	Minimum number of attendants required to be on duty	Minimum number of other staff on the premises who are available to assist in the event of an emergency
1 - 500	Two	One
501 - 1000	Three	Two
1001 - 1500	Four	Four
1501 or more	Five plus one for every 500 (or part thereof) persons over 2000 on the premises	Five plus one for every 500 (or part thereof) persons over 2000 on the premises

52. Staff shall not be considered as being available to assist in the event of an emergency if they are:

- the holder of the premises licence or the manager on duty at the premises; or
- a member of staff whose normal duties or responsibilities are likely to significantly affect or delay his response in an emergency situation; or
- a member of staff whose usual location when on duty is more than 60 metres from the location to which he is required to go on being alerted to an emergency situation.

53. Attendants shall as far as reasonably practicable be evenly distributed throughout all parts of the premises to which the public have access and keep under observation all parts of the premises to which the audience have access.

54. The staff alerting system shall be maintained in working order and be in operation at all times the premises are in use.

55. The level of lighting in the auditorium shall be as great as possible consistent with the effective presentation of the film; and the level of illumination maintained in the auditorium during the showing of films would normally be regarded as satisfactory if it complies with the standards specified in BS CP 1007 (Maintained Lighting for Cinemas).

CONDITIONS RELATING TO PUBLIC NUISANCE

56. Windows, doors and fire escapes shall remain closed during proposed entertainment events within the premises
57. Noise generated by amplified music shall be controlled by a noise limiting device set at a level determined by the Local Authority Environmental Health Officer, such level being confirmed in writing to the Licensee.
58. Noise limiting devices, once set, cannot be reset or adjusted without consultation with the Local Authority Environmental Health Officer.
59. The lobby doors at the premises shall be kept closed except for access and egress. Door staff shall supervise to ensure that the doors are maintained closed as far as possible when public entertainment is taking place.
60. Clear and legible notices shall be displayed at exits and other circulatory areas requesting patrons to leave the premises having regard to the needs of local residents. In particular, the need to refrain from shouting, slamming car doors and the sounding of car horns shall be emphasised.
61. The premises personal licence holder, designated premise supervisor and door supervisor shall monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.
62. Noise and vibration from regulated entertainment shall not be audible at the nearest noise sensitive premises
63. There shall be provided at sufficient regular intervals throughout the premises and grounds, litter bins which shall be emptied and waste removed on a frequent basis, and staff and attendants shall as far as reasonably practicable ensure that the public, members and guests do not litter.

CONDITIONS RELATING TO THE PREVENTION OF HARM TO CHILDREN

64. Children under 18 years will not be allowed access to the premises.
65. The club premises certificate holder shall ensure that all attendants (including volunteers and staff) who are to supervise children have been properly vetted (by an enhanced DBS check) and have no convictions that would make them unsuitable to supervise children.
66. There shall be child protection policies agreed with the Licensing Authority and actioned accordingly.