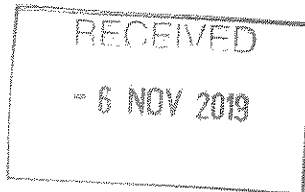


Wk/201907493
4/12/19

Waverley
BOROUGH COUNCIL

Hearing 19/12/19



**Application to vary 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.

GODALMING NAVAL CLUB

(Insert name of club)

club applies for a club premises certificate under section 84 of the Licensing Act 2003 for the premises named in Part 1 below

Club premises certificate number

LN/000002266

Part 1 – Club premises details

Name of club

GODALMING NAVAL CLUB

Postal address of premises, if any, or if none Ordnance Survey map reference or description

88 MEADOW

Post town

GODALMING

Postcode

GU7 3HY

Telephone number (if any)

01483 45168

E-mail address (optional)

GNC.GODALMING@MAIL.COM

Name of person performing duties of a secretary to the club

GEMMA BURROWS

Address of person performing duties of a secretary to the club

7 OCKFORD RIDGE

GODALMING

SURREY

Post town

GODALMING

Postcode

GU7 2NP

Daytime contact telephone number (if any)	07403 009171
E-mail address (optional)	GEMNALBURROWS@GMAIL.COM

Part 2 – Applicant details

Daytime contact telephone number (if any)	01483 752763		
E-mail address (optional)	ADZIAN.PRICE@TUNSOLICITORS.COM		
Current postal address if different from premises address	65 WOODBRIDGE ROAD GUILDFORD SURREY		
Post town	GUILDFORD	Postcode	GU1 4RD

Part 3 - Variation

Please tick

Do you want the proposed variation to have effect as soon as possible?

Yes No

If not when do you want the variation to take effect from?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (See guidance note 1) Yes No

Please describe briefly the nature of the proposed variation (Please see guidance note 2)

→ UPDATED PLAN OF THE PREMISES SHOWING THE SLIGHT ALTERATION OF THE INTERNAL LAYOUT AND THE AREA TO BE COVERED BY THE LICENCE EDGED IN RED.

→ THE MAXIMUM NUMBER OF MEMBERS/GUESTS PERMITTED ON SITE DURING MAIN EVENTS TO BE INCREASED TO 150 IN LINE WITH THE FIRE SAFETY REGULATIONS FOR THE PREMISES

→ ALL LICENCE CONDITIONS RELATING TO THE FOUR LICENSING OBJECTIVES TO BE UPDATED IN LINE WITH THE ATTACHED DOCUMENT "LICENCE CONDITIONS" AS AGREED WITH SURREY POLICE LICENSING ENFORCEMENT OFFICER, RAS CARNIE

If the club's proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

Part 4 – Club Operating Schedule

Please complete those parts of the Club Operating Schedule which would be subject to change if this application to vary is successful.

What qualifying club activities do you intend to conduct on the club premises which will be affected by your application?

Provision of regulated entertainment (please read guidance note 3)

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 entertainments (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, L and M

E

Live music Standard days and timings (please read guidance note 8)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 5)		
Mon	08:00	23:00			
Tue	08:00	23:00			
Wed	08:00	23:00			
Thur	08:00	23:00			
Fri	08:00	00:30			
Sat	08:00	00:30			
Sun	08:00	23:00			

F

Recorded music Standard days and timings (please read guidance note 8)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 5)		
Mon	08:00	23:00			
Tue	08:00	23:00			
Wed	08:00	23:00	State any seasonal variations for the playing of recorded music (please read guidance note 6) DECEMBER DINNER + DANCE - HELD TWO WEEKS BEFORE CHRISTMAS: 08:00 - 01:00 NEW YEAR'S EVE: 08:00 - 01:00 (NEW YEAR'S DAY)		
Thur	08:00	23:00			
Fri	08:00	00:30	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 7)		
Sat	08:00	00:30			
Sun	08:00	23:00			

G

Performances of dance Standard days and timings (please read guidance note 8)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 5)		
Mon	08:00	23:00			
Tue	08:00	23:00			
Wed	08:00	23:00	State any seasonal variations for the performance of dance (please read guidance note 6) DECEMBER DINNER + DANCE - HELD TWO WEEKS BEFORE CHRISTMAS! 08:00 - 01:00 NEW YEAR'S EVE! 08:00 - 01:00 (NEW YEAR'S DAY)		
Thur	08:00	23:00			
Fri	08:00	00:30	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 7)		
Sat	08:00	00:30			
Sun	08:00	23:00			

Supply of alcohol Standard days and timings (please read guidance note 8)			Will the supply of alcohol be for consumption - please tick (please read guidance note 9)	On the premises	<input checked="" type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	State any seasonal variations (please read guidance note 6)					
Mon	10:00	23:00				<p>DECEMBER DINNER & DANCE - HELD TWO WEEKS BEFORE CHRISTMAS: 10:00 - 01:00</p> <p>NEW YEAR'S EVE: 10:00 - 01:00 (NEW YEAR'S DAY)</p>		
Tue	10:00	23:00						
Wed	10:00	23:00						
Thur	10:00	23:00	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 (please read guidance note 7)					
Fri	10:00	00:30						
Sat	10:00	00:30						
Sun	10:00	23:00						

J

Hours club premises are open to the members and guests Standard days and timings (please read guidance note 8)			State any seasonal variations (please read guidance note 6)
Day	Start	Finish	DECEMBER DINNER & DANCE - HELD TWO WEEKS BEFORE CHRISTMAS 08:00-01:30 NEW YEAR'S EVE: 08:00-01:30 (NEW YEAR'S DAY)
Mon	08:00	23:30	
Tue	08:00	23:30	
Wed	08:00	23:30	
Thur	08:00	23:30	
Fri	08:00	01:00	
Sat	08:00	01:00	
Sun	08:00	23:30	

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 10).

THERE ARE GAMING MACHINES ON THE PREMISES THAT CHILDREN ARE NOT PERMITTED TO USE OR LOITER AROUND AND THERE ARE NOTICES TO THIS EFFECT DISPLAYED IN THE VICINITY OF THE MACHINES

L

Please identify those conditions currently imposed on the certificate which you believe could be removed as a consequence of the proposed variation you are seeking.

ALL CURRENT CONDITIONS TO BE UPDATED IN LINE WITH THE ATTACHED DOCUMENT HEADED "LICENCE CONDITIONS" AS AGREED WITH SURREY POLICE'S LICENSING ENFORCEMENT OFFICER, PAB CARNIE

Please tick as appropriate

- I have enclosed the club premises certificate
- I have enclosed the relevant part of the club premises certificate

If you have not ticked one of these boxes, please fill in reasons for not including the certificate or part of it below

Reasons why the club has not enclosed the club premises certificate or relevant part of it:

THIS DOCUMENT WAS HELD BY THE PREVIOUS CLUB SECRETARY WHO PASSED AWAY AFTER A SHORT ILLNESS.

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)

PLEASE SEE 'LICENCE CONDITIONS' ATTACHED

b) The prevention of crime and disorder

PLEASE SEE 'LICENCE CONDITIONS' ATTACHED

c) Public safety

PLEASE SEE 'LICENCE CONDITIONS' ATTACHED

d) The prevention of public nuisance

PLEASE SEE 'LICENCE CONDITIONS' ATTACHED

e) The protection of children from harm

PLEASE SEE 'LICENCE CONDITIONS' ATTACHED

Godalming Naval Club

General- all four licensing objectives (b,c,d,e)

The Committee/Secretary fully understands their role and responsibilities concerning the four licensing objectives obtained within the 2003 licensing act. A comprehensive breakdown of these objectives & how to ensure they are met are detailed below.

PREVENTION OF CRIME AND DISORDER

- 1 Any person who shows signs of intoxication will be refused entry to the licensed premises.
- 2 Appropriate digital CCTV equipment and a sufficient number of cameras shall be installed and maintained at the premises to record colour images that are clear enough to allow the Police to use them to investigate any crimes that are committed on the premises. The areas covered by the cameras will be all areas that the public have access to and this will include the outside area. A camera will be positioned to obtain images of persons entering the building by the main entrances.
- 3 No persons other than the Police, the licensing authority, the premise licensing holder or the Club Secretary shall have access to the CCTV recording equipment or the recordings made from such equipment. The CCTV system will be in operation and recording whenever the premises are open to the public.
- 4 Recordings made on the CCTV system shall be retained for a period of at least 30 days of recording.
- 5 A minimum of 3 notices stating that CCTV is in operation shall be displayed throughout the premises where the public have access. The notices shall be at least A4 size.
- 6 There shall be a member of staff on duty at all times when the premises is open to the members and guests who is able to operate the CCTV system. If an incident occurs at the premises then the footage on the CCTV system shall be made available to view by Police officers on request. If a copy is requested then it must be available within 48 hours of the request.
- 7 An incident book shall be kept on the premises and all incidents no matter how minor will be recorded.
- 8 There shall be no irresponsible drinks promotions (e.g. happy hour).
- 9 Staff shall be trained in the basic law relating to the sale/supply of alcohol and written records shall be kept for inspection.
- 10 The premises shall continue to be an active member of Pubwatch and shall send a representative to Pubwatch meetings as long as one exists.

PUBLIC SAFETY

- 1 The premises shall have a "Challenge 25" policy and bar staff are instructed not to serve anyone who fails to prove that they have reached 18 years of age.
- 2 Members of the Club's Committee shall monitor entry to the Club and to monitor maximum attendance at events. Main events at the Club shall be kept to a limit of 150 members/guests on site and notices to that effect shall be displayed on the entrance door.

PREVENTION OF PUBLIC NUISANCE

- 1 The Committee/Secretary will control the escape of noise from the licensed premises by ensuring that the windows and doors are kept shut during any live indoor music events after 22:00 hours.
- 2 Entry to the licensed premises will not be permitted to anyone who appears intoxicated.
- 3 The Committee/Secretary fully understands that it is their duty to prevent their premises causing any nuisance to any local residents or businesses they will monitor the external premises area in relation to any anti-social behaviour or public nuisance.

PROTECTION OF CHILDREN FROM HARM

- 1 Only children accompanied by an adult will be allowed into the licensed premises and those children will be supervised by an adult at all times.
- 2 The Committee/Secretary shall adopt the "Challenge 25" policy. Any person who appears to look under the age of 25 years shall be challenged and asked for identification to prove that they are over the age of 18 in accordance with the 'Challenge 25' policy.
- 3 The 'Challenge 25' policy shall be brought to the attention of customers at the point of sale by the display of notices.
- 4 The premises will only accept valid forms of identification such as photo driving licence, passport and home office approved id cards displaying the national proof of age standard scheme (PASS hologram). All customers who look under the age of 25 shall be challenged to prove their age and identity when purchasing alcohol.
- 5 A Refusals book shall be kept on the premises and a record must be kept of all persons who are refused the sale of alcohol and this book shall be made available on request to the police or authorised person.
- 6 All staff who serve alcohol shall receive suitable training including refresher training in relation to challenge 25 proof of age policy which shall be applied to the premises. This

training shall be carried out every 6 months and a written record of the training shall be kept. Every person who completes the training shall sign and date the written record and this record shall be countersigned by the designated premises supervisor or by a person who holds a personal licence.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have sent copies of this application and the plan to responsible authorities.
- I understand that I must now advertise my application.
- I have enclosed the club premises certificate or relevant part of it or explanation.
- I understand that if I do not comply with the above requirements my application will be rejected.

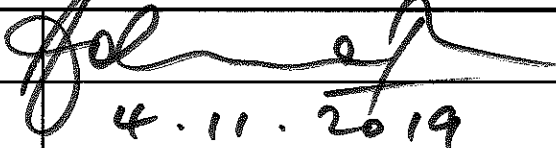
IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Part 5 – Signatures (please read guidance note 12)

I ADRIAN JOHN PRICE

(Insert full name)

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

Signature	
Date	4.11.2019
Capacity	PARTNER / SOLICITOR

Address for correspondence associated with this application (please read guidance note 13)

TWM Solicitors LLP
 65 Woodbridge Road
 Guildford
 Surrey
 GU1 4RD

Post town		Postcode	
Telephone number (if any)	01483 752700		
If you would prefer us to correspond with you by e mail, your e mail address (optional)			
ADRIAN.PRICE@TWM-SOLICITORS.COM			

Notes for Guidance

1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable for the late night levy.
2. Describe the premises, for example the type of premises it is, its general situation and layout and any other information which would be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for people to consume these off-supplies, please include a description of where this will be and its proximity to the premises.
3. 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