

## GUIDANCE NOTES

### APPLICATION FOR THE GRANT OF A CLUB PREMISES CERTIFICATE

**This guidance relates to the application for a club premises certificate to authorise the sale and supply of alcohol and the provision of regulated entertainment.**

#### Instructions on how to apply

1. Complete the **application form** in accordance with the guidance notes at the end of the form.
2. Complete a **declaration of a club premises certificate**.
3. A **plan of the premises** is required to be submitted – see plan guidance document. The application will not be accepted unless a plan is drawn up in accordance with this guidance.
4. The completed application and plan must be circulated to the **Responsible Authorities** listed on a separate document. Please ensure you keep a completed copy for yourself for your own records and to refer to.
5. The completed **original application** documents must be submitted to the Licensing Authority (Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD) with the plans and payment of the appropriate **fee** (see fee guidance document to determine your fee).
6. The application must be **advertised** in the local press in accordance with the guidelines within 10 days of submitting your completed application to the Licensing Authority. A **blue notice** must also be placed in the window of your premises in accordance with the guidelines (notice template provided)

**If you require any help with the completion of your form, you are advised to seek your own legal advice.**

Licensing Service  
Block C, Staniforth Road Depot  
Staniforth Road  
Sheffield  
S9 3HD

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