

Guidance Notes for completing the
“Declaration for a Club Premises Certificate”

You have been asked to complete this form to show that your Club is a “Qualifying Club” under the Licensing Act 2003. This will entitle you to apply for a Club Premises certificate.

Please read the form carefully and decide whether your club falls under category 1, 2 or 3.

Category 1 relates to Industrial and Provident Societies and Friendly Societies,

Category 2 relates to coal mine clubs

Category 3 relates to all other clubs are.

Most clubs will only need to answer the questions relating to category 3.

The form is asking you to confirm that your Club complies with the relevant conditions for “Qualifying Club Status”. You will need to check your club rules.

For example Condition 1 in section 62(2) of the Licensing Act 2003 relates to membership, if you have a club rule, which corresponds to this condition, write the rule number in the box and tick ✓ for yes.

The list below contains extracts from the Licensing Act 2003, which relate to the conditions that are referred to on the form.

Conditions

Condition 1 – Section 62 (2)

Condition 1 is that under the rules of the club persons may not-

(a) be admitted to membership, or

(b) be admitted, as candidates for membership, to any of the privileges of membership,

without an interval of at least two days between their nomination or application for membership and their admission.

Condition 2 – Section 62 (3)

Condition 2 is that under the rules of the club persons becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission.

Condition 3 – Section 62 (4)

Condition 3 is that the club is established and conducted in good faith as a club.

Matters to take account of are:

(a) any arrangements restricting the club's freedom of purchase of alcohol;

(b) any provision in the rules, or arrangements, under which-

(i) money or property of the club, or

(ii) any gain arising from the carrying on of the club,

is or may be applied otherwise than for the benefit of the club as a whole or for charitable, benevolent or political purposes;

(c) the arrangements for giving members information about the finances of the

club;

(d) the books of account and other records kept to ensure the accuracy of that information;

(e) the nature of the premises occupied by the club.

Condition 4 – Section 62(5)

Condition 4 is that the club has at least 25 members.

Condition 5 – Section 62(6)

Condition 5 is that alcohol is not supplied, or intended to be supplied, to members on the premises otherwise than by or on behalf of the club.

The Additional Conditions relate to supply of alcohol

Additional Condition 1 – Section 64 (2)

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.

Additional Condition 2 – Section 64 (3)

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.

Additional Condition 3 – Section 64 (4)

Additional condition 3 is that no arrangements are, or are intended to be, made for any person directly or indirectly to derive any pecuniary benefit from the supply of alcohol by or on behalf of the club to members or guests, apart from-

- (a) any benefit accruing to the club as a whole, or
- (b) any benefit which a person derives indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the club.