

**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 <u>BRAMFORD BOWLS CLUB</u>	
Postal address of club, if any, or, if none, ordnance survey map reference or description <u>THE SPORTS PAVILION</u> <u>THE PLAYINGFIELD</u> <u>ACTON ROAD</u> <u>BRAMFORD</u>	
Post Town <u>IPSWICH</u>	Postcode <u>IP8 4HU</u>
Telephone number (if any) _____	
E-mail (optional) _____	

CLUB DECLARATION AS TO QUALIFYING CLUB STATUS

BRAMFORD BOWLS 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)

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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),

22

(b) or, as follows

(please provide a short description)

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

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

11

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)

HAND WRITTEN LEDGER FOR INCOME +
EXPENDITURE, TILL ROLLS & RECEIPTS
ALL ACCOUNTS AUDITED AND ALL
RECORDS KEPT FOR AT LEAST TEN YEARS
ANNUAL ACCOUNTS PRODUCED + AUDITED
AND COPY GIVEN TO EACH MEMBER

Please tick Yes

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



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

8

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



Please give relevant rule number(s), if any

8

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



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

8

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 MARILY SMITH
make this declaration on behalf of the club and have authority to bind the club

Signature

.....

Date

30/9/25

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.

Application for a club premises certificate to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING APPLICATION

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BRAMFORD BOWLS 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			
BRAMFORD BOWLS CLUB			
Postal address of premises or, if none, ordnance survey map reference or description			
THE SPORTS PAVILION THE PLAYING FIELD ACTON ROAD BRAMFORD			
Post Town	IPSWICH	Postcode	IP8 4HU
Telephone number (if any)			
E-mail address (optional)			

Name of person performing duties of a secretary to the club			
Address of person performing duties of a secretary to the club			
Post Town		Postcode	
Daytime contact telephone number (if any)			
E-mail address (optional)			

Non-domestic rateable value of premises	£ 5400
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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			
0	1	1	2	2	0	2	5

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)

AS ATTACHED

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)

☒

General Description of the Club

The Bowls Club and its green are located adjacent to the Bramford Sports and Leisure Centre pavilion. The Club provides a welcoming and well-maintained bowling green and clubhouse for its members, invited guests and visiting teams.

We aim to offer refreshments, including alcoholic beverages, which may be enjoyed either within the designated portacabin or in the outdoor area surrounding the green (as indicated on Plan B). The provision of a bar will support the upkeep of the bowling facilities and contribute to the Club's social atmosphere, which is a valued aspect of bowls culture.

The bar will operate primarily during daytime and early evening hours, with activity concentrated in the summer months when the Club is most active, and occasionally open at other times.

We warmly welcome new members of all genders and ages while being mindful not to draw customers away from the Bramford Sports and Leisure Centre. Our intention is to complement the local leisure offering, not compete with it.

The Club is well known within the Suffolk bowls community for its exceptional green, accessible car park, and inclusive facilities. We actively encourage participation from young people and their families, and we have a designated safeguarding officer to ensure a safe and supportive environment for all.

In all cases complete boxes K and L.

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	☐
				Outdoors	☐
				Both	☐
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri			<u>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</u> (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	☐
			Outdoors	☐
			Both	☐
Day	Start	Finish		
Mon			Please give further details here (please read guidance note 4)	
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)			<u>Please give further details here</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			
Fri			<u>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</u> (please read guidance note 6)
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	☐
				Outdoors	☐
				Both	☐
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Wed					
Thur					
			<u>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</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	☐
				Outdoors	☐
				Both	☐
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 3)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)		
Thur					
Fri					
Sat			<u>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</u> (please read guidance note 5)		
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 2)	
			Indoors	☐
			Outdoors	☐
			Both	☐
Day	Start	Finish	Please give further details here (please read guidance note 3)	
Mon				
Tue				
			State any seasonal variations for the playing of recorded music (please read guidance note 4)	
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 5)	
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	☐
					Outdoors	☐
					Both	☐
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			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)			
Thur						
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	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	☐
Mon				Outdoors	☐
				Both	☐
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for this entertainment</u> (please read guidance note 5)		
Fri					
Sat			<u>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</u> (please read guidance note 6)		
Sun					

I

Supply of alcohol Standard days and timings (please read guidance note 7)			<u>Will the supply of alcohol be for consumption</u> <u>-please tick</u> (please read guidance note 8)		On the premises	☐
					Off the premises	☐
					Both	☒
Day	Start	Finish	<u>State any seasonal variations</u> (please read guidance note 5)			
Mon	10.00	23.00				
Tue	10.00	23.00				
Wed	10.00	23.00				
Thur	10.00	23.00	<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	10.00	23.00	CHRISTMAS EVE 10.00-23.30 NEW YEARS EVE 10.00-00.30			
Sat	10.00	23.00				
Sun	10.00	23.00				

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	8.00	23.00	
Tue	8.00	23.00	
Wed	8.00	23.00	
Thur	8.00	23.00	
Fri	8.00	23.00	
Sat	8.00	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) CHRISTMAS EVE 10.00 - 23.30 NEW YEARS EVE 10.00 - 00.30
Sun	8.00	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
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The Four Licensing Objectives – Conditions of Use

1. There will be no licensable entertainment taking place either inside or outside the building which would involve amplified music or speech.
2. *There will be no activities within the building that may give rise to concern in respect of children.*
3. Any person attempting to purchase or consume alcohol on the licensed premises and appearing to be under the age of 21 shall be challenged and required to produce a valid photographic identity document as proof of age.
4. The capacity of persons on the premises shall be monitored and controlled to ensure there is safe occupancy.
5. For events involving licensable activities, the premises holder shall ensure adequate provision of first aid personnel and equipment are made available.
6. Lighting and emergency lighting shall be installed and maintained to ensure good levels of visibility at all times.
7. The premises licence holder shall take all steps to minimise the risk of disturbance to local residents at all times.
8. The premises licence holder shall ensure that notices detailing emergency evacuation shall be displayed prominently and adequate arrangements to ensure the safe evacuation of any disabled persons on the premises.
9. An adequate supply of first aid materials shall be kept on the licensed premises.
10. There will be two competent members of the Club present at all events on the licensed premises, who will be responsible in the event of any emergency occurrence.
11. All members will be told they must leave the premises quietly and with respect to the needs of neighbouring properties and a programme of events will be available to all close residents to the licensed premises.
12. The premises licence holder shall have in place a Child and Vulnerable Adult Policy which will require a designated safeguarding officer.
13. No illegal drugs shall be permitted on the premises.
14. Internal and external lighting provided for the purpose of customer and staff safety, and for the security of the premises, shall be positioned so as to not cause nuisance to neighbouring or adjoining properties.
15. Waste from the licensed premises shall be removed in a timely manner to minimise the risk to public nuisance.
16. Activities involving young people will be supervised and held in safe inclusive environments.
17. Violent or bad behaviour will not be tolerated, neither will bad language. The offending person(s) will be referred to the Management Committee for consideration.

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)

AS ATTACHED

b) The prevention of crime and disorder

c) Public safety

d) The prevention of public nuisance

e) The protection of children from harm

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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. ☒

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Part 3 – Signatures (please read guidance note 11)

I MARILYN ARIETTE SMITH
(Insert full name)

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

Signature	
Date	30/9/25
Capacity	Secretary

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)