

*[Insert name and address of relevant licensing authority and its reference number (optional).]*

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.

Ollerton Town Football 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 Ollerton Town Football Club			
Postal address of premises or, if none, ordnance survey map reference or description Ollerton Town Football Club Walesby Lane New Ollerton			
Post Town	Newark	Postcode	NG22 9RU
Telephone number (if any)			
E-mail address (optional)		chairman@ollertontownfc.co.uk	

Name of person performing duties of a secretary to the club Craig Embleton			
Address of person performing duties of a secretary to the club 18 St Stephens Road New Ollerton			
Post Town	Newark	Postcode	NG22 9WF
Daytime contact telephone number (if any)			

E-mail address (optional)	secretary@ollertontownfc.co.uk
---------------------------	--------------------------------

Non-domestic rateable value of premises	£ 0 – £4,300
---	--------------

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	0	6	2	0	2

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)

The club is a grassroots football club with members and guests, comprised of junior and adult teams. Alcohol will be consumed around the main football pitch, outside the tea room, and within the pavilion building. The general layout and where alcohol will be consumed is illustrated in the below diagram highlighted by yellow boxes.



If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

N/A

What qualifying club activities do you intend to conduct on the club premises?

Provision of regulated entertainment

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**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 4)		
Thur					
Fri			<b><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></b> (please read guidance note 5)		
Sat					
Sun					

## B

<b>Films</b> Standard days and timings (please read guidance note 6)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for the exhibition of film</u></b> (please read guidance note 4)		
Thur					
Fri			<b><u>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</u></b> (please read guidance note 5)		
Sat					
Sun					

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b><u>Please give further details here</u></b> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)
Wed			
Thur			
Fri			<b><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></b> (please read guidance note 5)
Sat			
Sun			

## D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)		
Thur					
Fri					
Sat			<b><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></b> (please read guidance note 5)		
Sun					

# E

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

# F

<b>Recorded music</b> Standard days and timings (please read guidance note 7)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 4) Recorded music is to be played on an outdoor amplified speaker system during First Team match days.		
Mon					
Tue	1830	2200			
Wed			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 5) It may be required during special events (e.g. club community days) that recorded music will be played at a low volume through the outdoor speaker system.		
Thur					
Fri					
Sat	1400	1800	<b>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</b> (please read guidance note 6) The timings listed are known days/evenings of First Team fixtures. Should the League/FA change any scheduled matches, the timings/days listed may change to suit.		
Sun	1200	1600			



# G

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

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment that the club will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed					
Thur			<b><u>State any seasonal variations for this entertainment</u></b> (please read guidance note 4)		
Fri					
Sat			<b><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></b> (please read guidance note 5)		
Sun					

# I

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b><u>Will the supply of alcohol be for consumption - please tick</u></b> (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>State any seasonal variations</u></b> (please read guidance note 5) During special events (e.g. club community days, fundraising events), it may be required for the sale of alcohol to start at an earlier time. In these circumstances, no sale of alcohol will begin prior to 1300 and no sale will commence past the time stated in the column to the left.		
Mon	1700	2300			
Tue	1700	2300			
Wed	1700	2300	<b><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></b> (please read guidance note 6)		
Thur	1700	2300			
Fri	1700	2300			
Sat	1300	2300			
Sun	1300	2000			

## J

<b>Hours club premises are open to the members and guests</b> Standard days and timings (please read guidance note 7)			<b><u>State any seasonal variations</u></b> (please read guidance note 5)
Day	Start	Finish	
Mon	1700	2300	
Tue	1700	2300	
Wed	1700	2300	
Thur	1700	2300	<b><u>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</u></b> (please read guidance note 6)
Fri	1700	2300	
Sat	0900	2300	
Sun	0900	2300	

## K

<p><b>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</b> (please read guidance note 8).</p> <p><b>None.</b></p>
---

## **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 9)**

- Following all current health and safety laws.
- Assigning responsible persons for tasks.
- Provide training to all responsible persons.

The club intends on preventing crime and disorder by implementing security measures, increasing public safety by well-trained staff, prevention of public nuisance by maintaining a positive relationship with the community and implementing club policies, and protecting children from harm by promoting inclusivity through training and policies.

### **b) The prevention of crime and disorder**

- Responsible serving practices – mandate training to ensure responsible service, recognise signs of intoxication and how to refuse service.
- Age verification policies.
- Zoning – ensure alcohol is only consumed in specified areas.

To prevent crime and disorder, alcohol will only be sold to club members and guests. Alcohol will only be consumed within specific alcohol consumption areas, and Club Stewards will be nominated for members and guests to report criminal behaviour, and take appropriate action.

### **c) Public safety**

- Education and Training – provide servers with education and training about responsible alcohol serving.
- Responsible Person taskings – Assign a responsible person each matchday as a ‘public relations officer’ to ensure public safety.
- Reporting procedures – implement anonymous reporting procedures.

To promote public safety, all staff and volunteers will be trained, current, and competent in relevant training areas. This includes but is not limited to, alcohol awareness training, first aid, cooking hygiene and fire prevention.

### **d) The prevention of public nuisance**

- Operational policies – Enforce clear policies on behaviour and conduct for all patrons.
- Crowd management – Ensure effective crowd management techniques are employed.
- Encourage responsible behaviour.
- Alcohol free zones – maintain an alcohol free zone on the premises.

The club will maintain its positive relationship with the local community. It will publicise all events that take place at the club. Noise levels will be not exceeding permitted levels between 2300 and 0700 daily. Staff will be given alcohol awareness training to identify members who have consumed too much, and how to deal with arising situations calmly and professionally.

### **e) The protection of children from harm**

- Age verification checks.
- Clear signage of where alcohol is permitted.
- Monitor alcohol consumption of patrons.
- Alcohol free times when children are playing their matches.
- Enforce the clubs child safeguarding policy.

Alcohol will only be able to be purchased in the afternoon, most youth games take place in the mornings. The alcohol free zone covers the youth training areas and site that is freely accessible to children. Community engagement days where there are activities for children, alcohol sales will be limited to certain

hours. The club has in place a robust Safeguarding Policy led by the Child Welfare Officer.

**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, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.**

**Part 3 – Signatures (please read guidance note 10)**

**I** John Corfield

*(Insert full name)*

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

Signature	
Date	23-Apr-2025
Capacity	Facilities Manager

**Address for correspondence associated with this application (please read guidance note 11)**

■■■■■■■■■■  
■■■■■■■■■■

Post town	Newark	Post code	■■■■■■■■■■
Telephone number (if any)			

If you would prefer us to correspond with you by e-mail your e-mail address (optional)

[REDACTED]

## 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) Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
- 3) .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.
- 4) For example (but not exclusively) where the activity will occur on additional days during the summer months.
- 5) For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
- 6) 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.
- 7). 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'.
- 8) 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.
- 9) Please list here steps you will take to promote all four licensing objectives together.
- 10) The application form must be signed.
- 11) This is the address which we will use to correspond with the club about this application.