

**LICENSING ACT 2003 – PUBLIC NOTICE**  
**NOTICE OF APPLICATION FOR GRANT OF A CLUB**  
**PREMISES CERTIFICATE**



**Horsham  
District  
Council**

Name of applicant / club

**Horsham Club**

Postal address of club premises and description

**1<sup>st</sup> and 2<sup>nd</sup> Floor Offices, 25 Swan Walk, Swan Walk Shopping Centre,  
Horsham, West Sussex, RH12 1HQ**

The applicant proposes to carry on the following licensable activities or qualifying club activities on or from the above club premises as follows:

**Supply of alcohol for consumption ON the premises**

***Monday to Sunday***

***12:00 to 00:00***

**Provision of Regulated Entertainment (indoor sporting events)**

***Monday to Sunday***

***08:00 to 23:59***

**Premises Open to members and guests**

***Monday to Sunday***

***08:00 to 01:00***

A copy of the application may be inspected, during office hours by appointment only, via the Licensing Department Horsham District Council, Alberty House, Springfield Road, Horsham, West Sussex RH12 2GB or on our website at <https://www.horsham.gov.uk/licensing/current-licensing-applications>

If you wish to make representations for or against this application, you must do so in writing to the Licensing Department at the above address or by e-mail to [licensing@horsham.gov.uk](mailto:licensing@horsham.gov.uk) by no later than **19/09/2025**; after which date, no objections will be considered.

The Council will not entertain representations where the writer requests that his identity remains anonymous. Copies of all representations will be included in the papers presented to the Licensing Committee and will therefore pass into the public domain. Representations must relate to one or more of the four Licensing

Objectives: the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm.

It is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the offence is Level 5 on the standard scale (£5000)

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**Dated the 22<sup>nd</sup> day of August 2025**

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*[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.

Horsham 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 Horsham Club			
Postal address of premises or, if none, ordnance survey map reference or description 1 <sup>st</sup> & 2 <sup>nd</sup> Floor Offices, 25 Swan Walk, Swan Walk Shopping Centre, Horsham, West Sussex			
Post Town	Redhill	Postcode	RH12 1HQ
Telephone number (if any)			
E-mail address (optional)			

Name of person performing duties of a secretary to the club [REDACTED]			
Address of person performing duties of a secretary to the club [REDACTED] [REDACTED] [REDACTED]			
Post Town	[REDACTED]	Postcode	[REDACTED]
Daytime contact telephone number (if any)	[REDACTED]		

E-mail address (optional)

Non-domestic rateable value of premises

£

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			
1	5	0	9	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)

See attached plan for reference. The first and second floors will contain two snooker tables. The first floor will contain a small bar area in the corner where alcohol will be served and the second floor will contain a small refreshment area where non-alcoholic drinks will be served. CCTV cameras are illustrated in the plan and these along with digital keypad access control to bar and store rooms will provide security controls. Keypad codes will only be known by specific club members. Alcohol will only be consumed on the premises.

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 tick all that apply

- |   |                                     |
|---|-------------------------------------|
| a) plays (if ticking yes, fill in box A)  | <input type="checkbox"/>            |
| b) films (if ticking yes, fill in box B)  | <input type="checkbox"/>            |
| c) indoor sporting events (if ticking yes, fill in box C)   | <input checked="" type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)  | <input type="checkbox"/>            |
| e) live music (if ticking yes, fill in box E)   | <input type="checkbox"/>            |
| f) recorded music (if ticking yes, fill in box F)   | <input type="checkbox"/>            |
| g) performances of dance (if ticking yes, fill in box G)  | <input type="checkbox"/>            |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/>            |

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

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

## B

<b>Films</b> Standard days and timings (please read guidance note 6)			<b>Will the exhibition of films 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						
			<b>State any seasonal variations for the exhibition of film</b> (please read guidance note 4)			
Wed						
Thur						
			<b>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</b> (please read guidance note 5)			
Fri						
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	08:00	23:59	
Tue	08:00	23:59	<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)
Wed	08:00	23:59	
Thur	08:00	23:59	<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)
Fri	08:00	23:59	
Sat	08:00	23:59	
Sun	08:00	23:59	

# D

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

# F

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

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

# I

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b><u>Will the supply of alcohol be for consumption - please tick</u></b> (please read guidance note 7)		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 4)					
Mon	12:00	00:00						
Tue	12:00	00:00						
Wed	12:00	00:00						
Thur	12:00	00:00					<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 5)	
Fri	12:00	00:00						
Sat	12:00	00:00						
Sun	12:00	00:00						

**J**

<b>Hours club premises are open to the members and guests</b> Standard days and timings (please read guidance note 6)			<b><u>State any seasonal variations</u></b> (please read guidance note 4)
Day	Start	Finish	<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 5)
Mon	08:00	01:00	
Tue	08:00	01:00	
Wed	08:00	01:00	
Thur	08:00	01:00	
Fri	08:00	01:00	
Sat	08:00	01:00	
Sun	08:00	01:00	

**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 8).
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**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)**

To provide alcoholic beverages to members and escorted guests whilst playing snooker with CCTV and access controls in place. A list will be provided of named individuals that will supervise the sale of alcohol within proposed hours. Only one of the bars will contain and supply alcohol accessed by named members using door keypad and key to unlock the fridge containing alcoholic beverages. CCTV can also be remotely accessed and viewed by committee members.

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

Club access for members only using keyfob.  
CCTV cameras covering entry and exit points and recordings stored for a minimum of 31 days and made available to the Police upon request  
All staff responsible for selling alcohol shall receive regular training  
An incident book shall be kept  
A refusal log shall be kept

**c) Public safety**

An annual assessment and risk assessment of fire safety will be conducted and a record kept for inspection  
  
Specific named members will be trained in first aid. Adequate and appropriate first aid equipment will be kept on site

**d) The prevention of public nuisance**

Any behavioural issues will be addressed by the committee directly with the member concerned.  
  
Notice will be displayed on exit door reminding members to leave quietly

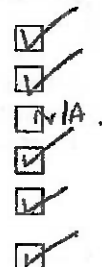
**e) The protection of children from harm**

Children under 18 must be accompanied by an adult member when attending the club premises.  
  
No-one under 18 will be allowed access to the bar.  
  
Staff will be trained in safeguarding with a Challenge 25 age verification policy and shall ask for proof of age from anyone they suspect of being less than 25

**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 [REDACTED]

*(Insert full name)*

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

Signature	<span style="background-color: black; color: black;">[REDACTED]</span>
Date	21/08/2025
Capacity	CLUB SECRETARY

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

[REDACTED]  
[REDACTED]  
[REDACTED]

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)			
OR OR			



## 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.

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