



## RUSHMOOR BOROUGH COUNCIL

### LICENSING SUB-COMMITTEE (ALCOHOL AND ENTERTAINMENTS)

*at the Council Offices, Farnborough on  
Monday, 2nd October, 2017 at 10.00 am*

**Membership:**

Cllr Sue Carter

Cllr L.A. Taylor

Cllr Jacqui Vosper

Enquiries regarding this agenda should be referred to Committee Administrator: Chris Todd, Democratic and Customer Services, Democratic and Customer Services Tel. (01252) 398825 or Email [chris.todd@rushmoor.gov.uk](mailto:chris.todd@rushmoor.gov.uk)

## A G E N D A

1. **DETERMINATION OF AN APPLICATION FOR A CLUB PREMISES CERTIFICATE IN RESPECT OF CAMBRIDGE SPORTS AND SOCIAL CLUB, NO. 51 CAMBRIDGE ROAD EAST, FARNBOROUGH – (Pages 1 - 62)**

To consider the Head of Environmental Health and Housing's Report No. EHH\_LICSUB\_A&E1730 (copy attached) setting out details of an application for a club premises certificate.

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**LICENSING SUB-COMMITTEE  
(ALCOHOL & ENTERTAINMENTS)  
02 OCTOBER 2017**

**LICENSING REPORT NO. EHH\_LICSUB\_A&E1730**

**DETERMINATION OF AN APPLICATION FOR  
A CLUB PREMISES CERTIFICATE**

**CAMBRIDGE SPORTS & SOCIAL CLUB, 51 CAMBRIDGE ROAD EAST,  
FARNBOROUGH, HAMPSHIRE, GU14 6QB**

**1.0 INTRODUCTION**

- 1.1. This report concerns an application for a club premises certificate made under section 71 of the Licensing Act 2003 (the 'Act'). A representation has been received which invokes a statutory requirement to hold a hearing with Members to determine the application.
- 1.2. The report provides details of, and background to the application, and should be read in conjunction with the Council's licensing policy and Secretary of State's guidance. This, together with information obtained at the hearing should be used by Members to determine the application.

**2.0 BACKGROUND**

- 2.1. An application for a club premises certificate (made under section 71 of the Act) was submitted on 9<sup>th</sup> August 2017, by The Cambridge Sports & Social Club Ltd. in respect of the premises at 51 Cambridge Road East, Farnborough, Hampshire currently known as a British Legion Club. A map showing the general location of the premises is given at **appendix A**.

**2.2. Advertising of the application**

- 2.3. I can confirm that each responsible authority (as specified in the Act) has received a copy of the application. Similarly, the application was also advertised by the applicant in accordance with the requirements of the legislation both at the premises and in a local newspaper. The last date for representations was given as the 6<sup>th</sup> September 2017.

**2.4. Nature of the application**

- 2.5. The application seeks authorisation for the supply of alcohol for consumption on and off the premises and the provision of regulated entertainment by way of live and recorded music or similar and the performance of dance. For reference, a copy of the application form and its supporting documents are given at **appendix B**.

### **3.0 REPRESENTATION(S)**

3.1 One representation has been made in respect of the application by a member of the public. A copy of the representation is given at **appendix C**. Members should note that the representation refers to conditions from the operating schedule which differ from the final application, for example in querying the use of the wording "weather permitting".

#### **3.2. Relevance of Representation(s)**

3.3. To be eligible to be considered, the Act requires a(ny) representation(s) to be '*relevant*'. A '*relevant representation*' is one that has been made by a responsible authority, any other person, a body representing such persons or a Member of the relevant licensing authority (i.e. elected councillors). Similarly, representations must not be frivolous or vexatious and must be about the likely effect of the grant of the licence on the promotion of the licensing objectives.

3.4. The representation is considered to be relevant in this case as it has been made by another person and relates to the ***prevention of public nuisance*** objective.

### **4.0 OTHER DATA PROTECTION ISSUES**

4.1. In accordance with data protection requirements, any personal details, addresses, contact details and/or signatures submitted on any application, representation or other relevant document etc have been redacted.

### **5.0 DETERMINATION**

5.1. Further to the receipt of relevant representations and, in accordance with the Act and the Council's scheme of delegation, the Sub-Committee is asked to determine the application.

### **6.0 RELEVANT CONSIDERATIONS**

#### **6.1. Licensing Objectives**

6.2. In considering the application the licensing authority must have regard to the promotion of the licensing objectives. The licensing objectives are defined in the Act and include -

- (a) the prevention of crime and disorder;
- (b) ensuring public safety;
- (c) the prevention of public nuisance; and
- (d) the protection of children from harm.

### **6.3. Secretary of States Guidance and Policy**

- 6.4. The authority must also have regard to its statement of licensing policy and any guidance issued by the Secretary of State under section 182 of the Act.
- 6.5. Details of the parts of the policy and guidance that may be relevant to this application are given at **appendix D** to this report.

### **6.6. Mandatory Conditions**

- 6.7. In addition, there are mandatory conditions that must be applied to a club premises certificate where appropriate. The relevant conditions are detailed at **appendix E**.

## **7.0 OPTIONS**

- 7.1. In determining this application the Sub-Committee may take any of the following steps as it considers appropriate for the promotion of the licensing objectives; namely -

- (a) to grant the certificate as applied for\*; or
- (b) to exclude from the scope of the licence any of the licensable activities to which the application relates\*; or
- (c) to reject the application.

*\* Subject to any relevant mandatory conditions, amendments agreed by the applicant and/or such other conditions that are consistent with the operating schedule which, with the exception of mandatory conditions, may be modified (which may include the alteration or omission of a condition or the addition of any new condition(s)) to such extent as may be necessary to promote the licensing objectives.*

## **8.0 RECOMMENDATION(S)**

- 8.1. The Sub-Committee is asked to determine the application having regard to -
- (a) the contents of this report;
  - (b) any additional information obtained at the hearing;
  - (c) the Council's licensing policy;
  - (d) guidance issued by the Secretary of State; and
  - (e) the promotion of the licensing objectives.

**AIMEE VOSSER**  
**LICENSING OFFICER**  
Environmental Health & Housing Services  
*licensing@rushmoor.gov.uk*

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**Background Papers:** Club Premises Certificate application 17/00612/LACPC

**Public Documents:**

- 1) **HMSO (2003)**, The Licensing Act 2003
- 2) **Home Office (April 2017)**, Revised Guidance issued under Section 182 of the Licensing Act 2003

**Contact:**

Aimee Vosser, Licensing Officer (01252 398131)  
Shelley Bowman, Principal Licensing Officer (01252 398162)

**Appendices:**

- Appendix A - Map showing general location of premises (page 5)
- Appendix B - Application for grant of a club premises certificate (pages 7 - 53)
- Appendix C - Representation (page 55)
- Appendix D - Relevant parts of policy and guidance (page 57)
- Appendix E - Relevant mandatory conditions (pages 59 - 62)

APPENDIX A

MAP SHOWING GENERAL LOCATION OF PREMISES  
CAMBRIDGE SPORTS & SOCIAL CLUB, 51 CAMBRIDGE ROAD EAST,  
FARNBOROUGH, HAMPSHIRE, GU14 6QB







## APPLICATION AND SUPPORTING DOCUMENTS

CAMBRIDGE SPORTS & SOCIAL CLUB, 51 CAMBRIDGE ROAD EAST,  
FARNBOROUGH, HAMPSHIRE, GU14 6QB



**Rushmoor**  
Application for a new club premises certificate  
Licensing Act 2003

For help contact  
[licensing@rushmoor.gov.uk](mailto:licensing@rushmoor.gov.uk)  
Telephone: 01252 398855

\* required information

Section 1 of 17	
You can save the form at any time and resume it later. You do not need to be logged in when you resume.	
System reference	<input type="text" value="Not Currently In Use"/> This is the unique reference for this application generated by the system.
Your reference	<input type="text" value="Disaffiliation"/> You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
Are you an agent acting on behalf of the applicant?	Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.
<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>Applicant Details</b>	
<b>Name</b>	
First name	<input type="text"/>
Family name	<input type="text"/>
<b>Contact Details</b>	
E-mail	<input type="text"/>
Telephone number	<input type="text"/>
Fax number	<input type="text"/>
Other telephone number	<input type="text"/>
<input type="checkbox"/> Indicate here if the applicant would prefer not to be contacted by telephone	
Is the applicant:	
<input checked="" type="radio"/> Applying as a business or organisation, including as a sole trader	
<input type="radio"/> Applying as an individual	
A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.	
<b>Applicant Business</b>	
Is the applicant's business registered in the UK with Companies House?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is the applicant's business registered outside the UK?	<input type="radio"/> Yes <input checked="" type="radio"/> No

*Continued from previous page...*

Commercial register

Registration number

Business name  If the applicant's business is registered, use its registered name.

VAT number  Put "none" if the applicant is not registered for VAT.

Legal status

Applicant's position in the business

Home country  The country where the applicant's headquarters are.

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**User Profile**

**Name**

First name

Family name

*Continued from previous page...*

**Contact Details**

E-mail

Telephone number

Fax number

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
- Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

**Your Business**

Is your business registered in the UK with Companies House?  Yes  No

Is your business registered outside the UK?  Yes  No

Commercial register

Registration number

Business name  If your business is registered, use its registered name.

VAT number   Put "none" if you are not registered for VAT.

Legal status

Your position in the business

Home country  The country where the headquarters of your business is located.

*Continued from previous page..*

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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**Section 2 of 16**

**APPLICATION DETAILS**

Name of club

The above named club applies for a club premises certificate under section 71 of the Licensing Act 2003 for the premises described in this section 2 (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.

**Postal Address Of Club**

Are you able to provide a postal address, OS map reference or description of the premises?

Address     OS map reference     Description

*Continued from previous page...*

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

Are the contact details the same as (or similar to) those given in section one?  Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

Telephone number

Other telephone number

**Name**

First name

Family name

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Fax number

Other telephone number

*Continued from previous page...*

Non-domestic rateable value of club premises (£)

Are the club premises occupied and habitually used by the club?

Yes  No

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**Section 3 of 16**

**CLUB OPERATING SCHEDULE**

When do you want the club premises certificate to start?  /  /   
dd mm yyyy

If you wish the certificate to be valid only for a limited period, when do you want it to end?  /  /   
dd mm yyyy

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

**General Description Of Club**

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.

Members only social club. Providing the community with a recreational place to socialize, communicate and interact with other members.  
 Not for profit organisation, providing entertainment, social activities, alcohol, bingo, bands, music, raffle.

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**Section 4 of 16**

**PROVISION OF PLAYS**

[See guidance on regulated entertainment](#)

Will you be providing plays?

Yes  No

**Standard Days And Timings**

MONDAY

Start  End  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.

Start  End

TUESDAY

Start  End

Start  End

*Continued from previous page...*

WEDNESDAY	
Start	End
Start	End
THURSDAY	
Start	End
Start	End
FRIDAY	
Start	End
Start	End
SATURDAY	
Start	End
Start	End
SUNDAY	
Start	End
Start	End

Will the performance of a play take place indoors or outdoors or both?      Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Indoors     
  Outdoors     
  Both

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.

State any seasonal variations for performing plays.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

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, provide list.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

*Continued from previous page...*

**Section 5 of 16**

**PROVISION OF FILMS**

[See guidance on regulated entertainment](#)

Will you be providing films?

Yes  No

**Standard Days And Timings**

MONDAY

Start  End  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.

Start  End

TUESDAY

Start  End

Start  End

WEDNESDAY

Start  End

Start  End

THURSDAY

Start  End

Start  End

FRIDAY

Start  End

Start  End

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

Will the exhibition of films take place indoors or outdoors or both? Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Indoors  Outdoors  Both

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.



*Continued from previous page...*

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State any seasonal variations for the exhibition of film.  
 For example (but not exclusively) where the activity will occur on additional days during the summer months.

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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, provide list.  
 For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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**Section 6 of 16**

**PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes
  No

**Standard Days And Timings**

MONDAY		Start	<input type="text" value="11:30"/>	End	<input type="text" value="23:30"/>	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.
		Start	<input type="text"/>	End	<input type="text"/>	
TUESDAY		Start	<input type="text" value="11:30"/>	End	<input type="text" value="23:30"/>	
		Start	<input type="text"/>	End	<input type="text"/>	
WEDNESDAY		Start	<input type="text" value="11:30"/>	End	<input type="text" value="23:30"/>	
		Start	<input type="text"/>	End	<input type="text"/>	
THURSDAY		Start	<input type="text" value="11:30"/>	End	<input type="text" value="23:30"/>	
		Start	<input type="text"/>	End	<input type="text"/>	
FRIDAY		Start	<input type="text" value="11:30"/>	End	<input type="text" value="00:30"/>	
		Start	<input type="text"/>	End	<input type="text"/>	

Continued from previous page...

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

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.

DARTS, SNOOKER AND POOL

State any seasonal variations for indoor sporting events.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

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, provide list.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 7 of 16**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

Yes  No

**Standard Days And Timings**

MONDAY

Start  End

Start  End

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.

Continued from previous page...

TUESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the boxing or wrestling entertainment take place indoors or outdoors or both?

- Indoors     
  Outdoors     
  Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

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.

State any seasonal variations for boxing and wrestling entertainment

For example (but not exclusively) where the activity will occur on additional days during the summer months.

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, provide list.

*Continued from previous page...*

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 8 of 16**

**PROVISION OF LIVE MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing live music?

Yes       No

**Standard Days And Timings**

MONDAY	Start	<input type="text" value="11:30"/>	End	<input type="text" value="23:30"/>	Give timings in 24 hour dock. (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.
	Start	<input type="text"/>	End	<input type="text"/>	
TUESDAY	Start	<input type="text" value="11:30"/>	End	<input type="text" value="23:30"/>	
	Start	<input type="text"/>	End	<input type="text"/>	
WEDNESDAY	Start	<input type="text" value="11:30"/>	End	<input type="text" value="23:30"/>	
	Start	<input type="text"/>	End	<input type="text"/>	
THURSDAY	Start	<input type="text" value="11:30"/>	End	<input type="text" value="23:30"/>	
	Start	<input type="text"/>	End	<input type="text"/>	
FRIDAY	Start	<input type="text" value="11:30"/>	End	<input type="text" value="00:00"/>	
	Start	<input type="text"/>	End	<input type="text"/>	
SATURDAY	Start	<input type="text" value="11:30"/>	End	<input type="text" value="00:00"/>	
	Start	<input type="text"/>	End	<input type="text"/>	
SUNDAY	Start	<input type="text" value="12:00"/>	End	<input type="text" value="23:30"/>	
	Start	<input type="text"/>	End	<input type="text"/>	

Will the performance of live music take place indoors or outdoors or both?      Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Indoors       Outdoors       Both

*Continued from previous page...*

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.

State any seasonal variations for the performance of live music  
 For example (but not exclusively) where the activity will occur on additional days during the summer months.

New Years Eve/Day - No later than 01:00am the following morning.

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, provide list  
 For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 9 of 16**

**PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

Yes       No

**Standard Days And Timings**

<p>MONDAY</p> <p>Start <input type="text" value="10:00"/></p> <p>End <input type="text" value="23:30"/></p> <p>Start <input type="text"/></p> <p>End <input type="text"/></p> <p>TUESDAY</p> <p>Start <input type="text" value="10:00"/></p> <p>End <input type="text" value="23:30"/></p> <p>Start <input type="text"/></p> <p>End <input type="text"/></p> <p>WEDNESDAY</p> <p>Start <input type="text" value="10:00"/></p> <p>End <input type="text" value="23:30"/></p> <p>Start <input type="text"/></p> <p>End <input type="text"/></p>	<p>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.</p>
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*Continued from previous page...*

THURSDAY			
Start	10:00	End	23:30
Start		End	
FRIDAY			
Start	10:00	End	00:30
Start		End	
SATURDAY			
Start	10:00	End	00:30
Start		End	
SUNDAY			
Start	10:00	End	23:30
Start		End	

Will the playing of recorded music take place indoors or outdoors or both?      Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Indoors     
  Outdoors     
  Both

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.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

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, provide list

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 10 of 16**

**PROVISION OF PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

*Continued from previous page...*

Will you be providing performances of dance?

Yes       No

**Standard Days And Timings**

MONDAY	Start <input type="text" value="10:00"/>	End <input type="text" value="23:30"/>	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.
	Start <input type="text"/>	End <input type="text"/>	
TUESDAY	Start <input type="text" value="10:00"/>	End <input type="text" value="23:30"/>	
	Start <input type="text"/>	End <input type="text"/>	
WEDNESDAY	Start <input type="text" value="10:00"/>	End <input type="text" value="23:30"/>	
	Start <input type="text"/>	End <input type="text"/>	
THURSDAY	Start <input type="text" value="10:00"/>	End <input type="text" value="23:30"/>	
	Start <input type="text"/>	End <input type="text"/>	
FRIDAY	Start <input type="text" value="10:00"/>	End <input type="text" value="00:00"/>	
	Start <input type="text"/>	End <input type="text"/>	
SATURDAY	Start <input type="text" value="10:00"/>	End <input type="text" value="00:00"/>	
	Start <input type="text"/>	End <input type="text"/>	
SUNDAY	Start <input type="text" value="10:00"/>	End <input type="text" value="23:30"/>	
	Start <input type="text"/>	End <input type="text"/>	

Will the performance of dance take place indoors or outdoors or both?

Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

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.

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

*Continued from previous page...*

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, provide list

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 11 of 16**

**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes
  No

**Standard Days And Timings**

MONDAY

Start

Start

End

End

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.

TUESDAY

Start

Start

End

End

WEDNESDAY

Start

Start

End

End

THURSDAY

Start

Start

End

End

FRIDAY

Start

Start

End

End



*Continued from previous page...*

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

Give a description of the type of entertainment that the club will be providing

Exercise Classes  
 Dominos  
 Cards  
 Country Western Classes

Will this entertainment take place indoors or outdoors or both? Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Indoors     
  Outdoors     
  Both

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.

State any seasonal variations for entertainment

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the club intends to use the premises for entertainment at different times from those listed in the column on the left, provide list

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 12 of 16**

**SUPPLY OF ALCOHOL**

Will you be supplying alcohol by or on behalf of a club to, or to the order of a member of the club?

Yes     
  No

*Continued from previous page...*

**Standard Days And Timings**

MONDAY	Start <input type="text" value="10:00"/>	End <input type="text" value="23:00"/>	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.
	Start <input type="text"/>	End <input type="text"/>	
TUESDAY	Start <input type="text" value="10:00"/>	End <input type="text" value="23:00"/>	
	Start <input type="text"/>	End <input type="text"/>	
WEDNESDAY	Start <input type="text" value="10:00"/>	End <input type="text" value="23:00"/>	
	Start <input type="text"/>	End <input type="text"/>	
THURSDAY	Start <input type="text" value="10:00"/>	End <input type="text" value="23:00"/>	
	Start <input type="text"/>	End <input type="text"/>	
FRIDAY	Start <input type="text" value="10:00"/>	End <input type="text" value="00:00"/>	
	Start <input type="text"/>	End <input type="text"/>	
SATURDAY	Start <input type="text" value="10:00"/>	End <input type="text" value="00:00"/>	
	Start <input type="text"/>	End <input type="text"/>	
SUNDAY	Start <input type="text" value="10:00"/>	End <input type="text" value="23:00"/>	
	Start <input type="text"/>	End <input type="text"/>	

Will the supply of alcohol be for consumption?

On the premises   
  Off the premises   
  Both

If the club wishes members and their guests to be able to consume alcohol on the premises tick on, if the club wishes people to be able to purchase alcohol to consume away from the premises tick off. If the club wishes people to be able to do both tick both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Christmas Day - to include the following after permission granted from the council ( A letter to be written from the Club Chairperson requesting.

1- Not exceed six and half hours

2-Not begin earlier than 12:00 noon

3-Not end later than 22:30

Continued from previous page...

- 4-Provide a break of at least 2 hours - including 15:00pm - 17:00pm
- 5-Not extend for more than three and half hours after 17:00pm

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, provide list

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 13 of 16**

**HOURS CLUB PREMISES ARE OPEN TO THE MEMBERS AND GUESTS**

Will you be selling by retail 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?

- Yes
  No

**Standard Days And Timings**

MONDAY

Start

Start

End

End

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.

TUESDAY

Start

Start

End

End

WEDNESDAY

Start

Start

End

End

THURSDAY

Start

Start

End

End

FRIDAY

Start

Start

End

End

SATURDAY

Start

Start

End

End

*Continued from previous page...*

SUNDAY

Start  End

Start  End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

On New Years Eve from the end of permitted hours on New Years Eve to the start of permitted hours on the following day (or, if there are no permitted hours on the following day) 01:00am on the 1st January.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, provide list.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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**Section 14 of 16**

**ADULT ENTERTAINMENT**

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.

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 etc gambling machines etc.

N/A

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**Section 15 of 16**

**LICENSING OBJECTIVES**

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

-Alcohol shall not be sold or supplied during permitted hours  
 -The Above restriction does not prohibit:  
 =During the first twenty minutes after the above hours the consumption of alcohol on the premises  
 =During the first twenty minutes after the above hours, the taking of the alcohol from the premises unless the alcohol is supplied or taken in an open vessel  
 =During the first thirty minutes after the above hours the consumption of the alcohol on the premises by persons taking meals there if the alcohol was supplied as ancillary to the meals.  
 =To supply to, or consumption by, any person of alcohol in any premises where they are residing.

*Continued from previous page...*

b) The prevention of crime and disorder

- Anyone authorized to sell alcohol at the premises shall ( before being permitted to make sales of alcohol) be suitably trained in respect of the following matters to a level commensurate with their duties and responsibilities:-
  - (a) the refusal of the sale of alcohol to those who appear intoxicated and how to recognize them; and
  - (b) the appropriate precautions to prevent the sale of alcohol to persons under the age of 18.
- Refresher training to take place every 6 months
- Written records of such training shall be produced, and be signed and dated by the member of staff receiving the training. they shall be kept on the premises to which they relate, for a minimum of two years and be made available to the responsible authorities immediately on request.
- The premises shall not be hired for birthday parties for someone aged 18, 19. or 20 years of age.

c) Public safety

d) The prevention of public nuisance

- No music or speech shall be relayed via external speakers other than for the events with prior approval from the licensing authority.
- Except where otherwise approved in accordance with the above, speakers and other such amplification equipment shall be kept within the premises and shall not be positioned near to or facing openings such as windows and doors.
- The license holder or a nominated representative shall carry out regular noise assessments on all sides of the premises at the boundary of the nearest residential premises. Steps shall be taken to reduce the level of noise where it is likely to cause a nuisance to local residents, or a noise related disturbance at and beyond the boundary of the nearest residential property and in particular low frequency noise i.e. bass frequencies.
- These assessments must be undertaken at hourly intervals starting from 21:00hrs at private function events.
- Written records of these assessments and any remedial action(s) taken shall be kept and made available to either the local authority or licensing authority on request.
- A suitable noise complaints procedure must be established and in operation at the premises.
- Suitable written records (e.g. the nature of any complaint(s), action(s) taken in response, the date(s) and time(s) when any complaint was made, together with the name of person(s) who handled the complaint, must be kept and made available to officers of Rushmoor Borough Council on request.
- Except for access and egress, all external doors and window of the premises must be kept close between 21:00pm and the end of opening hours on any day.
- Prominent, clear and legible notices shall be suitably located at all exits of the premises requesting members, guests and staff to respect the needs of local residents and to leave the premises and area quietly.
- So far as reasonably practicable, members and bonafide guests shall actively be reminded on leaving the premises to respect the needs of local residents and to leave the premises and area quietly .
- Disposal of refuse such as waste bottles into external receptacles where the noise may be audible to neighboring properties must not occur between 23:00pm - 08:00am.
- All lighting (including external lighting) shall be correctly adjusted so that it only illuminates the surface(s) intended and do (es) not unreasonably throw light onto neighboring properties.
- No licensable activities or the consumption of food or drink shall be permitted in any external area(s) of the premises used by customers / patrons between 21:00pm and the end of specified opening hours on any day. Only smoking may be permitted in any authorized external area(s) of the premises during the time stated.
- The maximum number of customers permitted to use the designated smoking area shall be limited to 10 (ten) between the hours of 21:00pm and the end of specified opening hours on any day.
- At the end of permitted hours patrons shall be encouraged to remain inside the premises whilst waiting for transportation
- Suitable and sufficient signs shall be placed at the exits asking patrons to wait inside with accordance of the above.

<p><i>Continued from previous page...</i></p> <p>e) The protection of children from harm</p> <ul style="list-style-type: none"><li>- Children (under 18) not accompanied and supervised by a member who is an individual aged 18 or over shall not be permitted in, or to remain on the premises at any time.</li><li>-Notwithstanding the above, no child(ren) (under 18) shall be permitted in, or remain in any bar area on the premises.</li><li>-No child(ren) (under 18) shall be permitted on, or otherwise be allowed to play any gaming machine(s) on the premises.</li><li>-Anyone authorized to sell alcohol at the premises shall check and, where appropriate, challenge any prospective purchaser of alcohol as to whether they are making the purchase on behalf of a child.</li><li>-All staff on the premises shall check and, where appropriate, challenge any adult accompanied by a child, to ensure consumption of alcohol by children does not take place.</li><li>-All staff/employees shall be trained regarding appropriate precautions to prevent the sale of alcohol to persons under the age of 18, the below Challenge 25 policy, the signs and symptoms of intoxicated persons and the refusal of sale due to intoxication.</li><li>-Anyone authorized to sell or supply alcohol at the premises shall request and ensure sight of suitable identification, for proof of age, of any persons appearing to them to be under the age of 25 (twenty-five) and who is attempting to purchase alcohol.<ul style="list-style-type: none"><li>(a) For the purpose of this condition, suitable identification is photo driving license, passport, or any other photographic identification bearing the "PASS" logo and the person's date of birth.</li><li>(b) Further to the above, anyone authorized to sell or supply alcohol shall be made unless suitable identification, for proof of age, can be provided.</li><li>(c) Suitable and sufficient warning signs shall be displayed in the premises providing information in respect of the above challenge 25 policy and the request for suitable identification in connection thereof.</li></ul></li></ul>
<p><b>Section 16 of 17</b></p>
<p><b>NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK</b></p>

*Continued from previous page...*

**Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

**Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with an official document** giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with an official document** giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with an official document** giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with an official document** giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

*Continued from previous page...*

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

**Section 16 of 16**



Continued from previous page...

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Club Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00

Band E - £125001 and over £635.00

Fee amount (£)

**AUTHORITY POSTAL ADDRESS****Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**DECLARATION**

\* I/we understand it is an offence, liable on conviction to a fine up to 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.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

Full name

Capacity

Date

 /  /   
 dd mm yyyy



Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...

2. Go back to to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

*Continued from previous page...*

**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.**

**OFFICE USE ONLY**

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Applicant reference number

Fee paid

Payment provider reference

ELMS Payment Reference

Payment status

Payment authorisation code

Payment authorisation date

Date and time submitted

Approval deadline

Error message

Is Digitally signed

**Digital Signature Information**

Signer's name

Signer's contact information

Signing time

Signer status

Signature status

Certificate issuer

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PART A

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

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**

<b>Name of club</b> The Cambridge Sports and Social Club Limited	
<b>Postal address of club, if any, or, if none, ordnance survey map reference or description</b> 51 Cambridge Road East	
<b>Post Town</b> Farnborough	<b>Postcode</b> GU14 6QB
<b>Telephone number (</b>	
<b>E-mail (optional)</b>	

**CLUB DECLARATION AS TO QUALIFYING CLUB STATUS**

...THE CAMBRIDGE SPORTS AND SOCIAL CLUB LIMITED club makes the following  
(Insert name of club)  
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)



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)

**PAGE 29 of 48 (OF APPENDIX)**

**APPENDIX B**

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),

(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),

(b) 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)**

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
- additional condition 2 in section 64(3) of the Licensing Act 2003   
Please give relevant rule number(s), if any
- additional condition 3 in section 64(4) of the Licensing Act 2003   
Please give relevant club rule number(s), if any

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO 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

I ..... Mr Ben Weston ....., make this declaration on behalf of the club and have authority to bind the club

Signature



Date..... 02/08/2017 .....

Capacity

02/08/2017 .....

From: RBL Farnborough [mailto:farnboroughrbl@hotmail.co.uk]  
Sent: 13 September 2017 12:18  
To: Shelley Bowman  
Subject: Membership

Dear Shelley ,

This is to confirm that I (On behalf of the Committee) is aware that legally we are to have a minimum of 25 members of the club as per legislation.

Regards,

Ben Weston

Manager

The Royal British Legion Club Farnborough (Hants)

01252 543 306

Rules for: The Cambridge Sports and Social Club Limited  
51 Cambridge Road East  
Farnborough  
Hampshire  
GU14 6QB

Rules of The Cambridge Sports and Social Club Limited

**1. Name and Objects**

**1.1 Name**

The Club shall be named The Cambridge Sports and Social Club Limited

**1.2 Objects**

The objects of The Cambridge Sports and Social Club Limited (“The Club”) shall be: To carry out the business of bona-fide members’ club providing the means for social activity, mutual helpfulness, mental and moral improvement, recreation and other advantages of club membership.

**2. Office**

The Registered office shall be at the Club’s premises 51 Cambridge Road East, Farnborough, Hampshire, GU14 6QB

**3. Seal of the Club**

The Club Shall have its name engraved in legible characters upon a seal (“the Seal”). The Seal shall be in the custody of the Club Secretary or such other Officer as the Committee appoint and shall be used only upon the authority of a resolution of the Club Committee (“the Committee”) more particularly described in rule 18; the date thereof shall be mentioned on the instrument to which the Seal is attached and shall be attested by the signatures of two Officers and by the Secretary.

**4. Use of the Club’s Name**

The registered name of the club shall be kept painted , drawn or affixed on the outside of the Club premises, in a conspicuous position in letters easily legible and shall with the Club’s address be legible in characters on all business letters, notices, advertisements and other publications of the Club, in all bills of exchange , promissory notes, endorsements, cheques, and orders for money or goods purporting to be signed by or on behalf of the Club, and on all bills, invoices, receipts and letters of credit of the Club. The limited liability of the Club shall be evident from the title used in the above.

**5. Rules**

**5.1 Supply**

The Committee shall ensure that the Club Secretary is supplied with copies of the Club’s registered rules, for issue to all members on there admission to the membership, (see Rule 8) and to any other member on request together with copies of all partial amendments, for a payment not exceeding 1 pound.

**5.2 Amendment**

No amendment of these rules is valid until registered by the Financial Conduct Authority (FCA). An application to the FCA to amend the registered rules must be



Rules for: The Cambridge Sports and Social Club Limited  
51 Cambridge Road East  
Farnborough  
Hampshire  
GU14 6QB

approved at a prior General Meeting of the Club members called for that purpose. Notice of any proposed amendment must be posted prominently in the Club for at least fourteen days prior to the meeting to which the amendment is to be submitted and any amendment shall require the assent of at least two-thirds of the members present and voting at such meeting.

#### **6. Bye-Laws**

The Committee shall have the power to make such bye-laws as it may consider necessary for the good order and management of the Club, provided that no such bye-laws conflicts with the registered rules. A copy of all such bye-laws shall be posted on the Club notice-board. Club bye-laws are to be reviews annually by the incoming committee.

#### **7. Eligibility for Membership**

Membership of the Club shall be open to anyone who is at least 18 years of age and is interested in the social activities undertaken by the Club, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs. The Club may have different classes of Membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at level that will not pose a significant obstacle to people participating.

A Royal British Legion ("RBL") local branch is available separate to the Club's membership. Full details of this membership can be found by contacting the local branch Secretary.

RBL membership alone does not give you entry to this club.

#### **8. Application for Membership**

8.1. Application for membership shall be made to the Club Secretary.

8.2. Applicants must sign and application form for one share only and provide a deposit of one pound which will be returned in the event of a non-acceptance as a member.

8.3. The application form must contain present name and address of the applicant, signed by proposer of whom must have completed six-month membership of the Club. This form shall be posted in the Club for at least two days prior to the proposed members name being considered by the Committee. The Committee has the sole authority to admit applicants to membership or to reject them. The decision of the Committee shall be final. The reasons for the decision shall not be conveyed to the applicant.

Upon admission, the new member: -

- (a) Purchase one share valued at one pound;
- (b) Be provided with a copy of the Club's registered rules. If a charge is made it will not exceed one pound.
- (c) Pay the current joining fee and subscription.

Rules for: The Cambridge Sports and Social Club Limited  
51 Cambridge Road East  
Farnborough  
Hampshire  
GU14 6QB

Until the admission procedure has been fully completed, applicants are not entitled to enter the Club in their own right or to enjoy the privileges of membership.

#### **9. Shares**

Upon completion of the admission to membership, the member is to be issued with a numbered share certificate by the Club Secretary. Shares shall not be withdrawal or transferable and shall be of the value of one pound. No member shall hold more than one share, and no interest or dividend shall be paid on it. Members shall forfeit their shareholdings, on ceasing to be a member for whatever reason. A share held by members prior to the registration of these rules shall remain as one valid share irrespective of the price paid.

#### **10. Subscriptions and Joining Fees**

##### **10.1 Who Pays**

All new members shall pay an initial joining fee, together with a subscription to be set annually by the Committee, and ratified by the members at the Annual General Meeting (AGM)

##### **10.2 Payments Due**

The subscription for the current financial year becomes due as soon as an applicant is admitted (see rule 8) and subsequently on the 1<sup>st</sup> day of October being the beginning of the Club's financial year.

##### **10.3 Arrears**

Any member who has not paid his/her subscription within four weeks after is has become due shall be considered to be "in arrears". The Club Secretary shall post in the Registered Office a list of the names of members in arrears within 5 days on their becoming in arrears and no members in arrears shall be permitted to use the Club or take part in its affairs and any Committee member shall resign immediately.

##### **10.4 Lapsed Members**

Any member whose subscription is unpaid within four weeks of becoming in arrears shall cease to be a member. The Secretary shall post in the registered office a list of names of persons who, for this reason, have ceased to be members.

##### **10.5 Excused Club Subscriptions**

The Committee, on receiving information in writing addressed to the Club Secretary that any member has been unable to pay Club subscription due to unemployment, disability or other good cause, may at its discretion excuse payment of such member's club subscription for such period as it may determine, in which case such member shall not forfeit privileges of membership, nor shall the members name be included in the lists in 10.3 and 10.4 above.

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## **11. Register of Members**

### **11.1. Register**

The Club shall keep at its Registered office a register in which the Secretary shall enter the following particulars: -

- (a) The names and addresses of all members.
- (b) The number of share certificate held by each member.
- (c) A statement of property in the Club: (whether in loans or otherwise held by members)
- (d) The date at which each person was entered into the register as a member and the date at which any person ceased to be a member.
- (e) The names and addresses of the Officers and Committee, with the offices held by them respectively and the dates on which they assumed office and resigned from or ceased to be a member of the committee.

### **11.2 Address Change**

Any member changing his address must notify the Secretary of the change within 28 days thereafter.

### **11.3 Data Protection Act**

The information in the register is retained strictly for the purpose of running a member's social club.

## **12 Cessation of Membership**

A member shall cease to be a member –

- (a) by non-payment of subscriptions (see Rule 10)
- (b) by expulsion.
- (c) by resignation in writing and formal acceptance by the management committee.
- (d) upon death

## **13. Admission of Non-Members to the club**

In addition to the members, the following may be admitted to the Club premises at the discretion of the Committee, but persons under the age of eighteen years shall not in accordance with the Licensing Act 2003 and the regulations be sold or allowed to consume intoxicants on the Club premises. Children and vulnerable people shall not play the Club Gaming Machines.

### **13.1 Guest of Members**

Any member may be accompanied by his or her spouse (or partner) and children under the age of eighteen years as guests when the club is open, subject to any restriction under the Club bye-laws. In addition to their family, any member may introduce up to two further guests each at any one time. Guest who are eligible for membership may only be introduced once in any one calendar month. All guests and the member introducing them shall sign their name in a book kept for that purpose. Members shall be responsible for the good behaviour of guests introduced by them during the period of their stay in the Club. In the event that a guest is removed from



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the Club premises for misconduct, or other cause, the member introducing such a guest may be subject to disciplinary procedures. Members must present throughout the period their guests are in the club.

**13.3 Exclusions**

Notwithstanding rule 13.1 and 13.2 the following may not be admitted as guest: -

- (a) former members who have ceased to be members under rule 12 (a) or 12 (b)
- (b) persons whose application for membership has been refused
- (c) members who are suspended under rule 22
- (d) members who have been ordered under rule 21 to withdraw and who have not subsequently met the Committee

**14. Hours of Opening and Closing of Club Premises**

The Club shall be opened and closed at such hours as may from time to time be fixed by the Committee within the schedule approved under the Club Premises Certificate issued by the Local Authority and notified to members by notice as posted in the Club.

**15. Permitted Hours**

The permitted hours for the supply of intoxicants are in accordance with Chapter 17 of the Licensing Act 2003 and its regulations and the total general licensing hours in accordance with the Club's Premises Certificate as issued by the Local Authority in which the Club premises are situated. Within the permitted hours, the Committee may determine the bar opening hours and this information shall be incorporated in a bye-law to be displayed on the notice board and be notified to the Chief Officer of Police. Permitted hours for Temporary Event (TENS) may be extended only by application to the Local Authority in accordance with the Licensing Act 2003 and its regulations. Changes to the bar opening hours may be made by the Committee within the permitted hours, such changes being notified as above.

**16. General Meetings**

**16.1 Annual General Meeting (AGM)**

The AGM of the members shall be held in the month of February in each year, on the date to be fixed by the Committee. The date and time of the meeting together with an agenda of the business to be conducted and a copy of the annual accounts shall be posted prominently in the Club by the Club Secretary for at least fourteen days prior to the date of the meeting. The business of the meeting shall be to receive a report by the Committee for the previous financial year, to receive annual accounts for that period, to appoint the auditor where appropriate, together with the Club officers and Committee. Any other business, which the Committee may deem relevant, may be included on the agenda providing it is submitted in writing by a member at least seven days prior to the date of such meeting.

**16.2 Special General Meetings (SGMs)**

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**16.2.1 How to be called**

An SGM shall be called by the Club Secretary in the following circumstances:

- (a) upon the direction of the Committee, and in accordance with such direction:
- (b) on a requisition, signed by one fifth of the members or thirty such members, whichever is the least, stating the proposed special resolution thereof. The requisition must include both printed name and the signature of the members. Such meeting shall be held within not less than fourteen days nor more than twenty-eight days from the date of the receipt by the Club Secretary of the requisition:
- (c) as stated in rule 20 'Removal from Office'

**16.2.2 Notice to be given:**

Notice of any SGM, and the objects for which it is to be called, shall be posted prominently in the Club by the Secretary. This should take place at least fourteen days prior to the date of the meeting. Should the Secretary not give notice of an SGM in the manner required within seven days after a duly signed requisition has been delivered to him/her, any of the requisitions may call such meeting, giving notice as provided by this rule.

**16.2.3 Business**

No business other than that named in the notice shall be brought before and SGM.

**16.3 Quorum**

A General Meeting ("GM") which includes AGM and SGM may proceed to business if ten qualified members as per rule 16.6 or twentieth of the total qualified membership (whichever is greater) are present within half an hour after the time fixed for the meeting, otherwise the meeting, if an SGM convened on the requisition of the members, shall be dissolved; but if an AGM or SGM convened by order of the Committee, shall stand adjourned to the week following at the same time, and the meeting so adjourned may proceed to business, whatever the number of members present. No meeting shall become incompetent to transact business from the want of a quorum arising after the chair has been taken.

**16.4 Presiding Officer:**

The President or Chairman, or the Vice-Chairperson, or in the absence of all these officers, a member elected by the meeting shall preside at all GMs.

**16.5 Voting**

All members may attend and speak at any GM (other than those members under the suspension or members denied use of the Club pending a disciplinary hearing). All members shall be entitled to vote on any resolution other than a resolution to amend rules 1,5 or 7 where the right to vote shall be restricted to members who have been a member for at least three consecutive years as at the date of the meeting. Voting shall be decided by a simple majority of those present except as otherwise provided in these rules. In the event of a tied vote, the motion shall be deemed to be lost.

**16.6 Adjournment**

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Any GM duly constituted may adjourn to such time as the members present direct, and may continue any such adjournment from time to time. No business shall be introduced at any adjourned meeting which could not have been transacted at the original meeting.

**16.7 Rescinding**

No resolution passed by a GM shall be rescinded except by another GM accordance with rule 16.1 and 16.2.

**17 Officers and Honorary Posts**

**17.1 Officers**

Officers of the Club shall consist of a President, Chairperson, Vice-Chairperson and Treasurer who shall be elected annually and be members of the Committee (see rule 18). The Club Secretary shall be appointed by the Committee.

**17.2 Honorary Vice-Presidents**

A person may be granted an award of Honorary Vice Presidency of the Club. (Such persons should be of standing in the community and able to enhance the club). The award of a Vice Presidency of the Club does not entitle the holder to be an officer of the Club nor a member of the Committee. A person who receives such an award may also stand for election to the Committee in accordance with the registered rules as a member of the Club.

**17.3 Vacation of Office**

Any elected officer shall vacate the office:

- (a) upon removal of office under rule 20;
- (b) upon cessation of membership of the Club under rule 12;
- (c) upon suspension under rule 22;
- (d) upon resignation submitted to the Club Secretary in writing and accepted by the Committee;
- (e) upon death;

**17.4 Vacancies**

In the event of a vacancy arising among the elected officers, the Committee shall have power to appoint an eligible member to fill the vacancy until the next AGM when that member shall be eligible for re-election.

**17.5 Duties of Officers;**

**17.5.1 The President**

The President shall act as the Club's ambassador. He will not normally have overall responsibility for the conduct of the Club affairs as directed by the Committee.

**17.5.3 The Chairperson**

The Chairperson shall, where possible, preside at all GMs, Committee meetings and have overall responsibility for the conduct of Club affairs as directed by the Committee.

**17.5.3 The Vice-Chairperson**

The Vice-Chairperson shall deputise for the Chairperson as necessary.

**17.5.4 The Treasurer**

The Treasurer shall be responsible for paying into the bank all monies received by the Club from all sources to the credit of the Club's account at such Bank as directed by the



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Committee and shall keep such accounts and pay all legitimate debts and charges of the Club and shall submit to the Committee or the GM an account of any monies received and expended. The treasurer shall prepare or have prepared accounts and balance sheets and submit them to the auditor if required.

**17.5.5 The Club Secretary**

The Club Secretary shall keep upon the Club premises the register of membership and subscription book (or books) in which shall be recorded the payment of membership subscriptions. The Club Secretary shall carry put the directions of the Committee and take minutes of the proceedings. An appointed Club Secretary shall have no voting rights in the Committee

17.5.6 The purchase of alcohol for the club and the supply of alcohol by the club is under the control of a committee and appointed responsible persons.

**18 The Committee**

**18.1 Composition**

The Committee shall be elected annually (see Rule 19) and shall consist of the President, Chairperson, Vice-Chairperson, Treasurer and at least for other members who will be elected annually. Retiring members of the Committee shall be eligible for re-election.

**18.2 Employees of the Club**

The Committee have exclusive powers to appoint, dismiss, enter into a contract of employment with, and fix any remuneration of the Club Secretary, Steward and any other employee. No member paid any remuneration by the Club shall be eligible to serve on the Committee.

**18.3 Management of the Club**

The committee shall be responsible for the management of the Club having regards to these rules to any resolution of a GM called under Rule 16. Any officer authorised by the Committee shall have the power to give orders for goods to be supplied and work to be done as may be necessary for carrying out the purpose of the Club, but nothing in the rule shall empower the Committee or officers to incur expenditure except such as is consistent with the purposes for which the Club is established. No member shall by virtue of his appointment to the Committee have power to order goods or dispose of the property of the Club.

**18.4 Payments to Members of the Committee**

Unless specifically approved by the Committee and ratified at a subsequent GM held under Rule 16, a member of the Committee may not: -

- (a) supply goods or services to the Club for payment;
- (b) enter into a contract for work to be done for the Club;

**18.5 Conduct of Meetings**

**18.5.1 Frequency**

The Committee shall meet at least once per month for general business. The Chairperson, or in his/her absence the Vice-Chairperson or in his/her absence a Chairperson elected by the members present, shall take the chair at meetings of the Committee.

**18.5.2 Voting**

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The quorum of the Committee shall consist of at least one third of the total membership of the Committee. Each member of the Committee shall have one vote only. Except where otherwise provided in these rules, motions shall be decided by a simple majority of those present and voting. In the event of a tied vote, motions shall be deemed lost.

**18.5.3 Rescinding a Resolution**

No resolution of the Committee shall be rescinded unless notice to rescind has been given at the previous meeting and all members of the Committee informed accordingly.

**18.5.4 Minutes**

Minutes of all Meetings of the Committee shall be taken by the Club Secretary (or in his/her absence a person appointed by the Committee). The Club Secretary shall cause the minutes of the meetings to be retained for at least 5 years.

**18.6 Vacation of Office**

Committee members will vacate their office: -

- (a) upon removal from office under rule 20
- (b) upon cessation of membership of the Club under rule 12
- (c) upon suspension under rule 22
- (d) upon the resignation submitted to the Club Secretary in writing and accepted by the Committee;
- (e) upon death;

**18.7 Vacancies**

In the event of a vacancy arising amongst the members of the Committee, the Committee shall have the power to appoint an eligible member to fill the vacancy until the next AGM.

**18.8 Sub-Committees**

The Committee may appoint such sub-committees as it deems appropriate and which shall be answerable to the Committee.

**18.9 Finance Sub-Committee**

The Committee shall, at the first meeting following each election, appoint a Finance sub-committee to consist of the Treasurer and at least two other Committee members. It shall be the duty of the Finance sub-committee:

- (a) to monitor the performance of the Club against budget projections.
- (b) to ensure stocktaking is carried out and that the stock is frequently reconciled
- (c) to review and ensure the Club's procedures are being followed for all payments and other financial items
- (d) to review monthly accounts of the Club for presentation to the committee meetings.

The proceedings of the Finance Sub-Committee shall be recorded by the Club Secretary in a minute book kept for that purpose. All cheques drawn upon the Club accounts shall be signed by two authorized signatures.

**18.10 Fidelity Insurance**

All Officers, Committee members and employees of the Club whose duties may involve them in handling of Clubs money or stock, must be insured under an insurance policy



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which protects the Club against dishonesty and fraud. The premium shall be paid by the Club.

**19. Conduct of Elections**

**19.1 Procedure**

The election of officers and Committee at an AGM shall be carried out in the following order: First the position of the Chair-Person, then Vice-Chairperson, President and Treasurer followed by the Committee, all of which shall be by ballot if there are more applicants than vacancies. A member may be nominated for more than one position but may hold no more than one. Each member of the Club shall have one vote for each vacancy. The appointment of Club Arbitrators shall also take place at an AGM.

**19.2 Ballots and Scrutineers**

The arrangements for a ballot shall be carried out under the direction of the Club Secretary by three Scrutineers appointed by the GM. The scrutineers, who shall not be officers or candidates, shall remain as scrutineers until their succession.

**19.3 Eligibility**

Any member (giving consent) shall be eligible for nomination for the Committee on completion of six months membership of the Club. All person nominated to serve as Officers of the Club must have completed twelve months membership of the Club. Nominees must be proposed and seconded by two members who must sign the nomination sheet. Nominators must also have completed six months membership of the Club.

**20. Removal from Office**

The Committee or any member thereof, including the elected officers, may be removed by the votes of two-thirds of the members present and voting at an SGM called for that purpose. In the event of the removal or the resignation of the whole or majority of the Committee, the Club Secretary shall seek nominations and call an SGM. The time and notices required by rule 16 for SGMs shall not apply in this case but at least three days shall be allowed for nominations before the SGM is held.

**21. Misconduct of Members**

No gaming (other than that permitted by law), drunkenness, prohibited drugs, bad language or other misconduct shall not be permitted on the Club's premises including the grounds. Any officer or member of the Committee, or any member duly authorised by the Committee, shall have power to order the immediate withdrawal from the Club's premises (including the aforesaid grounds) of any member contravening the provisions of this rule and the member may be dealt with by the Committee under rule 22. Such a member shall have no right of re-entry to the Club premises unless requested to attend a meeting of the Committee. (Such members shall be eligible for nomination to the Committee, should the AGM fall within the period he or she is being denied access to the Club). If the next ordinary meeting of the Committee be within less than three days, the

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member may claim to appear before them at that meeting and to have his case dealt with, waiving the length of notice required by rule 22 if applicable.

## **22. Disciplinary Powers of the Committee**

The Committee shall have the power to reprimand, suspend (for not less than 3 months nor more than 12 months), or expel any member who shall infringe any rule, or whose conduct, whether within or without the Club premises, shall in their opinion, bring the Club into discredit and render the member unfit for membership of the Club. No member shall be reprimanded, suspended or expelled without being given an opportunity to be heard by the Committee and to advance a defence. A majority of two-thirds of the Committee then present and voting shall be required to determine whether;

- (a) the member is guilty or not guilty of the charge of misconduct.
- (b) To reprimand, suspend or expel the member of the Club.

Every member required to appear before the committee under this rule shall receive at least seven clear days written notice from the Club Secretary and the appearance shall normally be within 28 days of the alleged offence. (Notice shall be sent by first class post, which shall be deemed to have been received two days following the dispatch of the notice, for the purpose of giving notice to the member). The decision of the Committee shall be notified by the club secretary in writing to the member within seven days of the committee meeting. A suspended member shall remain liable to pay his subscriptions, but shall not be permitted to use any of the facilities of the club or take part in the affairs of the club. The Club Secretary shall invalidate the club membership card and provide a replacement at the end of the specific period of suspension. Following a period of suspension, if the member's subscription is valid, then the member shall return to full privileges of being a member.

## **23. Appeals**

The decision of the Committee under rule 22 shall be final, unless any member who is reprimanded, suspended or expelled under this rule, shall, within twenty-eight days of having been notified in writing of the decision of the Committee, lodge an appeal to the Club Secretary. Any member reprimanded, suspended or expelled shall have the right to appeal only to the independent Club Arbitrators. The commencement of the appeal proceedings shall be held within 28 days of the lodging of the appeal (unless there are substantial mitigating circumstances i.e. the appellant is unable to attend through sickness or holiday). Arbitrators may not be members of the Club, but shall be people of standing in the community such as elected councillors, JPs or retired members of the police force. Where possible, three arbitrators should be appointed. A single such arbitrator may hear an appeal. Such persons must be conversant with the registered club rules and the requirements for disciplinary appeal proceedings. Arbitrators are to be appointed annually at the AGM. Retiring arbitrators shall be eligible for re-appointment. Application for arbitration must be supported by a deposit of five times the current membership fee. Any administration costs of the arbitration shall be determined by the arbitrators.



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**24. Disputes**

Disputes being the subject of disciplinary proceedings under rules 22 and 23 shall not be covered under this rule.

**24.1. Between a member and an officer of the club**

All disputes between a member and an officer of the club shall, unless the committee elect to refer the matter directly to an SGM, be settled by the committee. The decision of the committee shall be final, unless any party aggrieved thereby shall, within seven days, produce to the Club Secretary a requisition satisfying the conditions mentioned in rule 16.2 whereupon the decision shall be reviewed by an SGM.

**24.2 Between a member and the club**

All disputes between a member, or person aggrieved who has ceased to be a member, or any person claiming through such member or person aggrieved under the rules (other than as provided for by rule 23) and the club, shall be referred to arbitration by the arbitrators appointed at the club's AGM. The decision of the arbitrators shall be final. Application for arbitration must be supported by a deposit of five times the current membership fee. Any administration costs of arbitration shall be determined by the Arbitrators.

**25. Inspection of Records by Members**

**25.1 Rights of inspection**

Any member or person having interest in the funds of the club shall have the right after giving seven days written notice, to inspect at the registered office, the records of account and records containing the names and addresses of the members of the club at all reasonable times. It shall be the duty of the Club Secretary to produce the same for inspection accordingly. Inspection of the loan account may be carried out by an officer of the club or person specially authorised by a resolution of the committee.

**25.2 Discretionary**

A member may, at the discretion of the committee, on giving seven clear days prior notice of his reason in writing to the Club Secretary, inspect the minutes of any meeting of the committee. Minutes of GMs will be available for inspection by a member on giving not less than seven days written notice to the Club Secretary. The minutes may not be considered a true record of proceedings until accepted at a subsequent GM (e.g. the minutes of an AGM become a formal record on acceptance at the next AGM).

**26. Annual Returns**

Every year and within the period prescribed by statute, the treasurer shall send to the FCA the annual return in the form prescribed by the FCA, relating to the Club's affairs for the period required under the Act together with:

- (a) a copy of the club's accounts for the period
- (b) a copy of the report (if any) of the auditor on the club's accounts for the period included in the return.

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(c) any other document required by legislation.

**27. Surplus**

An AGM may resolve to apply the whole or any part of the surplus in any of the following ways:

- (a) to cover deficits incurred in prior years
- (b) for providing for the redemption of the loan capital: or
- (c) for any other lawful purpose, subject to rule 28 and in support of the objects under rule 1.

**28. Application of funds**

Except as interest on loans, no profits or funds of the club shall be distributed among the members other than in pursuance of rule 27.

**29. Investments**

The committee may invest the funds of the club in or upon any security, being a security in which trustees are, for the time being, authorised by law to invest for which purposes the Trustee Act 2000 or any Act or Arts amending or in substitution for the same and for the time being in force shall apply as if the club were a trustee and its funds were trust property: but not otherwise.

**30. Loans and Loan Stock**

**30.1 Loans**

The committee may obtain advances of money for the purposes of the club from members or others on bonds, or agreements, or promissory notes, or from members only, on certificates in respect of indebtedness of loan stock as provided hereafter. The total amount so obtained shall not exceed £100,000. The committee may take any such loan on such terms as to the rate and manner or repayment as it thinks fit; but terms as to the rate of interest agreed to be given on any such advance shall not exceed 5 per cent per annum or 2 per cent per annum above HSBC Bank Plc base lending rate, whichever is the higher (except monies borrowed by way of a bank loan or overdraft or by way of a mortgage of the club's premises). Any bond of the club may be made a specific charge upon any property of the club specified therein or in any schedule thereto, but a separate register shall be kept of all such bonds. All such bonds and other document shall be made in such form, and shall be signed on account of the club by such persons as the committee may from time to time direct. The club shall not receive monies on deposit.

**30.2 Loan Stock**

Any amount of loan stock for sums of 50 pence, or multiples thereof, being within the total limit mentioned in the preceding rule, may be issued by the committee to members only subject to the conditions following: -

30.2.1 it shall not confer a right to demand a right to demand payment of the principal from the club, unless the interest be not paid within one month of a demand made in writing.

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30.2.2 it shall be evidenced by certificate of indebtedness under then hands of two members of the Committee and the Club Secretary, stating the amount of loan stock standing to the credit of the respective holders.

30.2.3 it shall bear interest at a rate not exceeding the rate prescribed in rule 30.1.

30.2.4 the Club Secretary shall keep a register of holders of loan stock for the time being containing such particulars as the Committee may from time to time direct.

**30.3 Transfer of Loan Stock**

A certificate of loan stock may be transferred by a form containing such particulars as the Committee may direct. A fee of 5 pence shall be paid by the transferor upon each transfer. A register of all transfers, containing such particulars as the Committee may direct, shall be kept but no transfer shall be registered unless it is properly stamped, or if made by a member indebted to the Club, without special order of the Committee. Until the transfer of loan stock is registered, no right shall be acquired against the Club by the transferee, nor shall any claim of the Club upon the transfer be affected.

**30.4 Repayment of Loan Stock**

Subject to the payment of, or a sufficient provision for, all subsisting claims on the Club, the Committee may from time to time apply any monies which they cannot probability invest, to pay off the loan stock holders in the order in which they are entered on the register, or in exceptional circumstances, in such order as the Committee is prepared to pay him or her off, leaves the sum to be thus repaid in the hands of the Club, he or she shall not be entitled to any interest thereon after the expiration of the time named in the notice of repayment.

**31 Audit**

**31.2 Appointment of Auditor**

An audit shall be carried out of the Club's accounts and balance sheet for each year as required by law or by the membership. The audit, if required by law or by the membership, shall be carried out by a registered auditor, or two or more lay auditors where appropriate under the Deregulation (Industrial & Provident Societies) order 1996. A registered Auditor is one registered with one of the supervisory bodies listed in the Companies Act 1989.

**31.2 Auditors Report (where appropriate)**

The auditor shall, in accordance with section 9 of the "Friendly and Industrial and Provident Societies Act 1968", make a report to the Club on the Accounts examined by him or her on the revenue account or accounts and the balance sheet of the Club for the year of account in respect of which he or she is appointed.

**32 Nominations and Proceedings on Death or Bankruptcy**

Upon a claim being made by the personal representative of a deceased member or the trustee in bankruptcy of a bankrupt member to any property in the Club belonging to the deceased or bankrupt member, the Committee shall transfer or pay such property to which personal representative or trustee in bankruptcy who has become entitled, as the personal representative or trustee in bankruptcy may direct. A member may in



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accordance with the law nominates any person or persons to whom (subject to the provisions of the law as to amount and the person to whom a valid nomination may be made) any of his or her property in the Club at the time of death shall be transferred. On receiving satisfactory proof of death of a member who's has made a nomination, the 01Committee shall, if and to the extent the nomination is valid under the law, either trasfer or pay in accordance with the law the full property comprised in the nomination to the person entitled thereunder.

### **33 Statutory Applications to the Register**

The requisite number of members may, in accordance with the provision of the Act, apply to the FCA; -

- (a) for the appointment of an account to inspect the books of the Club and report thereon;
- (b) for the appointment of an inspector to examine into the club affairs of the Club and report Theron;
- (c) for the calling of an SGM of the Club.

### **34 Dissolution**

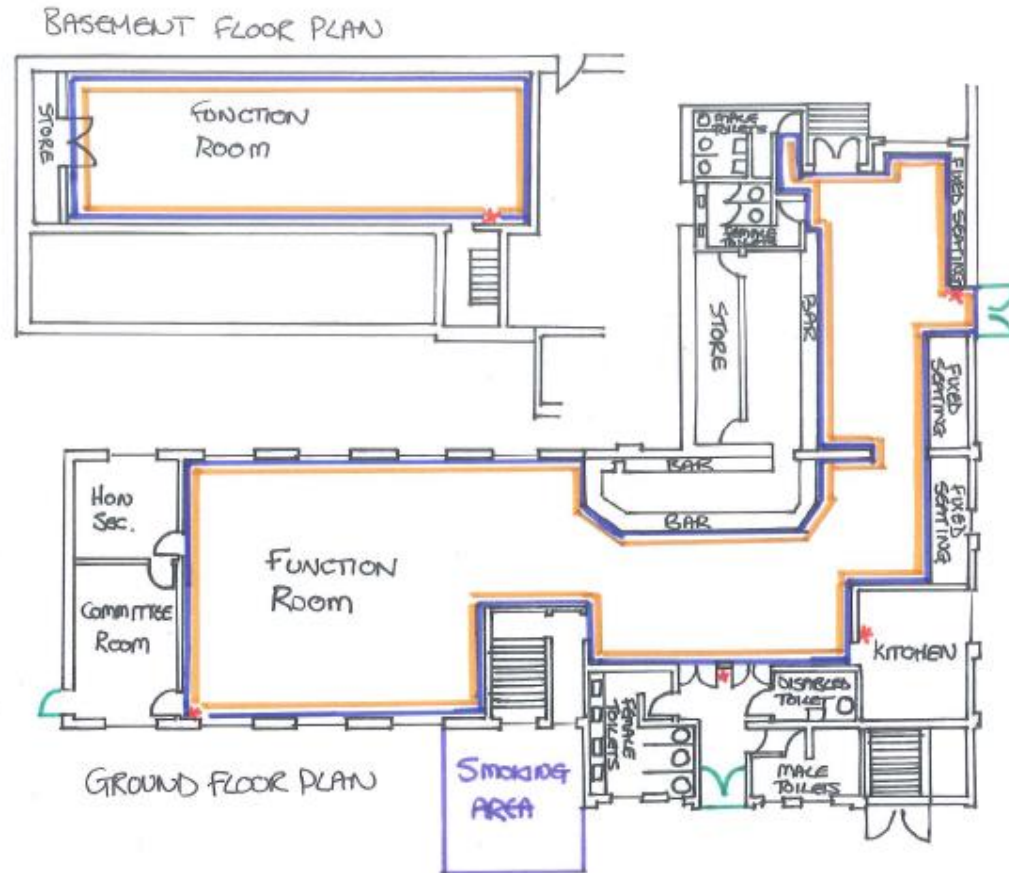
The Club may at any time be dissolved by the consent of three-fourths of the members, testified by their signatures to an instrument of dissolution in the form provided by the Act or under any regulations in that behalf, or by winding up in a manner provided for by the Act. The proceeds of a sale of property and accumulated assets to be conveyed to the registered financial members of 3 years or more with objects as determined in rule 1. The proceed of the sale may only be distributed to the members once all debts of the club have been cleared.

### **35 Interpretation**

In these rules; -

- (a) words importing the singular or plural shall include the plural and singular respectively
- (b) Words importing the masculine gender shall include the feminine;
- (c) "the Act" shall mean the "Industrial and Provident Societies Act 1965 to 2002" or any Act or Acts amending or in substitution for the same and for the time being in force;
- (d) "record" shall mean books, documents or computer data;
- (e) Reference to the statutes and regulations shall include subsequent amendment, variation and re-enactment;
- (f) Any reference to the FCA include reference to the statutory successor;
- (g) Any items not covered by the rules shall be dealt with by the Committee

Signed confidential

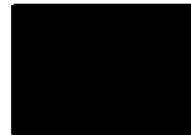
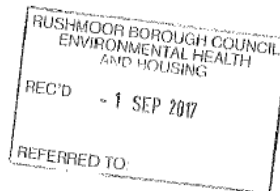


- SALE OF ALCOHOL
- REGULATED ENTERTAINMENT
- ENTRANCE/EXITS
- \* FIRE EXTINGUISHERS
- SMOKING AREA





**REPRESENTATION**  
**CAMBRIDGE SPORTS & SOCIAL CLUB, 51 CAMBRIDGE ROAD EAST,**  
**FARNBOROUGH, HAMPSHIRE, GU14 6QB**



29<sup>th</sup> August 2017

F.A.O. The Environmental Health Manager (Licensing)

Re: 17/00612/LACPC, 51 Cambridge Road East, Farnborough, Hampshire, GU14 6QB

Overall, we've found the British Legion to be a good neighbour and an asset to the community. However, we feel we should raise a concern over possible noise nuisance.

These premises are situated within a residential area and back on to family homes. Whilst it is understood that the club has agreed to keep all windows and doors closed during operational hours this does not always happen, particularly during summer evenings. On a number of occasions the music has been clearly audible and people have been seen drinking in the external space to the rear of the property. At its extreme, though not recently, loud amplified noise (music and PA) has been known to occur up until 1am on a hot summer's evening.

It is unclear why in the application the phrase "weather permitting" has been added to item 8, section d, p.22 of 26. This seems to imply that if the weather is warm, the doors and windows can all be opened, thus negating the purpose of the clause in the first place. Clearly, if the weather is warm, the local residents' windows are more likely to be open and the local residents therefore more likely to be disturbed by the resultant noise.

With the exception of New Year's Eve when, for obvious reasons, extending the licensing hours to 1am seems reasonable, it is unclear why activities involving amplification equipment could not end at 23:00, fitting-in with the recognised silent hours within residential areas.

Yours Faithfully,





**RELEVANT CONSIDERATIONS  
CAMBRIDGE SPORTS & SOCIAL CLUB, 51 CAMBRIDGE ROAD EAST,  
FARNBOROUGH, HAMPSHIRE, GU14 6QB**

**1.0 Guidance issued under Section 182 of the Licensing Act 2003 (April 2017)**

1.1. The sections of the Secretary of State's guidance identified in **Table 1** below may be relevant to the consideration of this application

**TABLE 1 - SECTIONS OF THE SECRETARY OF STATE'S GUIDANCE  
WHICH MAY BE RELEVANT TO THIS APPLICATION**

Section	Other Ref.	Paragraph(s)		Subject Matter	Page(s)	
		From	To		From	To
<b>2</b>	-	<b>2.1</b>	<b>2.32</b>	<b>The licensing objectives</b>	<b>6</b>	<b>12</b>
2	-	2.15	2.21	Public nuisance	9	10
<b>6</b>	-	<b>6.1</b>	<b>6.13</b>	<b>Club Premises Certificates</b>	<b>39</b>	<b>41</b>
6	-	6.11	6.12	Applications for the grant or variation of club premises certificates	40	41
6	-	6.13	6.13	Steps needed to promote the licensing objectives	41	41
<b>9</b>	-	<b>9.1</b>	<b>9.45</b>	<b>Determining applications</b>	<b>66</b>	<b>74</b>
9	-	9.3	9.10	Where representations are made	66	67
9	-	9.31	9.41	Hearings	71	73
9	-	9.42	9.44	Determining actions that are appropriate for the promotion of the licensing objectives	73	73
<b>10</b>	-	<b>10.1</b>	<b>10.66</b>	<b>Conditions attached to premises licences and club premises certificates</b>	<b>75</b>	<b>86</b>
10	-	10.8	10.15	Imposed conditions	76	77
<b>13</b>	-	<b>13.1</b>	<b>13.12</b>	<b>Appeals</b>	<b>101</b>	<b>103</b>
13	-	13.10	13.10	Giving reasons for decisions	102	102

**2.0 The Council's Licensing Policy**

2.1. The sections of the Council's Licensing policy identified in **Table 2** below may be relevant to the consideration of this application.

**TABLE 2 - SECTIONS OF THE COUNCIL'S LICENSING POLICY  
WHICH MAY BE RELEVANT TO THIS APPLICATION**

Section	Other Ref.	Paragraph(s)		Subject Matter	Page(s)	
		From	To		From	To
3	Part C	3.1	3.47	Licensing principles, objectives & general considerations	16	20
15	Part O	15.1	15.27	Club Premises Certificates	55	58
18	Part R	18.1	18.61	Representations, Responsible authorities & Interested Parties	67	73
19	Part S	19.1	19.29	Conditions and restrictions	74	77



**MANDATORY CONDITIONS****CAMBRIDGE SPORTS & SOCIAL CLUB, 51 CAMBRIDGE ROAD EAST,  
FARNBOROUGH, HAMPSHIRE, GU14 6QB**

Where applicable in the circumstances, one or more of the following mandatory conditions **must** be applied to a club premises certificate.

- (1) (i) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
- (ii) For the purposes of this condition, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children –
  - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to –
    - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
  - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
  - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;
  - (d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on –
    - (i) the outcome of a race, competition or other event or process, or
    - (ii) the likelihood of anything occurring or not occurring;

- (e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
- (2) The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
- (3) The responsible person shall ensure that free potable water is provided on request to customers where it is reasonably available.
- (4) (i) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.  
  
(ii) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (5) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
  - (a) a holographic mark, or
  - (b) an ultraviolet feature.
- (6) The responsible person shall ensure that –
  - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures –
    - (i) beer or cider: ½ pint;
    - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
    - (iii) still wine in a glass: 125 ml; and
  - (b) customers are made aware of the availability of these measures.

(7) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price. For the purposes of this condition –

(a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979

(b) “permitted price” is the price found by applying the formula –

$$P = D + (D \times V)$$

Where –

(i) P is the permitted price

(ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence –

(i) The holder of the premises licence

(ii) The designated premises supervisor (if any) in respect of such a licence, or

(iii) The personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.

(f) Where the permitted price given by Paragraph (b) would (apart from the paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

- (g) Paragraph (b)(ii) applies where the permitted price given by Paragraph (b) on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.
  
- (h) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.