

Part 2: Membership of the Club

2.1 In the club rules, is there a gap of at least 2 days between a person being nominated, or applying, for membership and their admission?

Yes

No

2.2 In the club rules, if a person becomes a member without being nominated or applying for membership, is there a gap of at least 2 days between their becoming a member and their admission?

Yes

No

2.3 Is a list of names and addresses of club members kept at the club premises?

Yes

No

2.4 How many members, currently, form the club?

2.5 Please give the names and addresses of any other officers of the club

Full Name

Address

2.1 & 2.2 Section 31 Licensing Ordinance 1994 requires a 2 day interval between nomination/ application for membership and admission or, if no application or nomination for membership, between becoming members and admission. This must be expressed in the club rules.

2.3 A list of members must be kept at premises - Schedule 4.

2.4 Must be more than 5 members.

2.5 'Other officers of club' means those who have a responsibility for the running of the club but **do not** form part of the committee for general management or part of the committee responsible for the purchase for the club and supply of intoxicating liquor to club members.

Part 3 The Club Premises	
3.1 Name of premises occupied and habitually used by the club	
3.2 Address of premises	
3.3 The premises is/are: (tick as applicable)	<input type="checkbox"/> Leased by or on behalf of the club for payment (proceed to 3.4)
	<input type="checkbox"/> Owned by or on behalf of the club (proceed to 3.5)
3.4 Please provide the name and address of the person/company who the club leases from.	
3.5 Please provide the name and address of the owner	
3.6 Has the club occupied and habitually used any other property for the purposes of the club within the last 12 months?	<input type="checkbox"/> Yes (proceed to 3.7) <input type="checkbox"/> No (proceed to 3.8)
3.7 Please state:- 1. The address of the property 2. Whether or not any payment was made for the use. 3. If payment was made, to whom	

<p>3.8 Is there any other property used or to be used for the purposes of the club that has not been mentioned already in the sections above?</p>	<input type="checkbox"/> Yes (proceed to 3.9)	<input type="checkbox"/> No (proceed to 3.10)
<p>3.9 Please state:-</p> <ol style="list-style-type: none"> 1. The address of the property 2. Whether or not any payment was made for the use. 3. If payment was made, to whom 		
<p>3.10 A club registration certificate gives the club permission to supply intoxicating liquor. No justices' license may be held in respect of club premises.</p> <p>Does the club currently hold a Justices' Licence for any of the above stated premises? If yes, state the type of licence and the name of the premises.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

3.10 If the club holds any Justices Licence with regards to any of the club premises, the club is not qualified to receive a club registration certificate.

Part 4 Financial Management of the Club

4.1 Do all club members have an access to the finances and accounts of the club?

Yes

No

4.2 Is any of the club's money or property used other than for the benefit of the club itself, for charitable, benevolent or political purposes?

Yes

No

4.3 Has the club borrowed any money?

Yes

No

(Complete 4.5)

4.4 Are there any charges on property owned or held in trust by the club?

Yes

No

(Complete 4.5)

4.5 Please state the name(s) and address of the person(s) to whom these payments for the loan and charges are due.

4.6 Please state:

Principal amount due:

Interest amount due:

4.1 S.31(3)(c) of the Ordinance requires that the club has arrangements in place for the members having proper information as to the finances of the club and to the books of accounts and other records kept to ensure the accuracy of that information and to the nature of the premises occupied by the club.

<p>4.7 Has any person given any guarantee or provided any security in respect of any liability of the club or of a trustee for the club?</p>	<input type="checkbox"/> Yes (proceed to 4.8)	<input type="checkbox"/> No (proceed to part 5)
<p>4.8 Please provide the details relating to all liabilities of the club or of a trustee for the club in respect of which any person has given any guarantee or provided any security.</p>	<p><u>The guarantee/security given or provided</u></p>	<p><u>The name(s) and address(es) of the person(s) giving such guarantee/security</u></p>

Part 5: Purchase & Supply of Intoxicating Liquor by the Club

<p>5.1 Is the purchase and supply of intoxicating liquor managed by an elective committee as defined by Schedule 6?</p>	<p><input type="checkbox"/> Yes (proceed to 5.3)</p>	<p><input type="checkbox"/> No (proceed to 5.2)</p>
<p>5.2 Is the purchase and supply of intoxicating liquor managed by the club in general meetings or otherwise by the general body of members?</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>
<p>5.3 Does the club exclusively supply intoxicating liquor to its members and their guests?</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>
<p>5.4 Does any person receive any commission, percentage or similar payment with reference to the purchase of intoxicating liquor at the expense of the club?</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>
<p>5.5 Does any person directly or indirectly derive, any monetary benefit from the supply of intoxicating liquor to members or guests, this also applies to a benefit assumed in the future?</p> <p>This does not include any benefit: Accruing to the club as a whole Contributing to a general gain from the carrying on of the club</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>

5.1 an elective committee as defined in Schedule 6 of the Licensing Ordinance, which is included in the last page of this application.

5.6 Please give the names and addresses of the members of any other committee concerned with the purchase and/or the supply of the intoxicating liquor to the club.

<u>Full Name</u>	<u>Address</u>

5.6 'members of any other committee' refers to those who have a responsibility for the purchase for the club, or the supply by the club of the intoxicating liquor but **do not** form part of the committee for general management or any other committee concerned with the management of the club.

Declaration & Checklist

TO THE CLERK OF THE SUMMARY COURT	
I am applying for a renewal and confirm that	
<input type="checkbox"/>	The club rules have not changed since the previous registration certificate, or
<input type="checkbox"/>	I have included a copy of the club's amended rules since the previous registration certificate.
<input type="checkbox"/>	The premises have NOT been altered or enlarged, or
<input type="checkbox"/>	The premises HAVE been altered, enlarged or the club has moved premises and notice of this application will be displayed on or near the premises where it can be read by the public AND notice of this application will be circulated in a newspaper in the Falkland Islands for 2 weeks commencing with the date of this application.
<input type="checkbox"/>	That the club premises specified in this application is occupied by or habitually used for the purposes of the club.
I am applying for a first registration certificate and confirm that	
<input type="checkbox"/>	I have included a copy of the club rules
<input type="checkbox"/>	That this application will be displayed for at least seven days on or near the premises where it can be read by the public.
<input type="checkbox"/>	That notice of this application will be circulated in a newspaper in the Falkland Islands for 2 weeks commencing with the date of this application.
<input type="checkbox"/>	That the club premises specified in this application is occupied by or habitually used for the purposes of the club.
I understand that failure to comply with these requirements may lead to my application failing.	
I understand that this application may be dealt with without my attendance. If the court is minded to refuse my application I will be given an opportunity to attend.	

Checklist - tick all sections that apply to you, leave those that do not apply blank.

Rules - only need to be included for a renewal if there has been any change.

Premises - if the premises have been altered, enlarged or moved since previous registration, the application for renewal must be advertised for 7 days on or near the premises and notice of the application published in a newspaper. You will need to provide evidence to the court that you have met both of these of requirements.

Schedule 5 Part 3 of the Ordinance requires the Chairman or the Secretary of the Club to sign the Application.

If signed by any other member, the application will not be accepted.

I declare that the particulars given above are true.

Signed:

Dated:

<input type="text"/>	Chairman of the club
<input type="text"/>	Secretary of the club

SCHEDULE 6
PROVISIONS AS TO CLUB RULES

Management of club

1. The affairs of the club, in matters not reserved for the club in general meeting or otherwise for the general body of members, must, under the rules, be managed by one or more elective committees; and one committee must be a general committee, charged with the general management of those affairs in committee not assigned to special committees.

General meetings

2.
 - (1) There must, under the rules, be a general meeting of the club at least once in every year, and fifteen months must not elapse without a general meeting.
 - (2) The general committee must be capable of summoning a general meeting at any time on reasonable notice.
 - (3) Any members entitled to attend and vote at a general meeting must be capable of summoning one or requiring one to be summoned at any time on reasonable notice, if a specified number of them join to do so; and the number must not be more than thirty or one-fifth of the total number of members so entitled.
 - (4) At a general meeting the voting must be confined to members, and all members entitled to use the club premises must be entitled to vote, and must have equal voting rights, except that-
 - (a) the rules may exclude from voting, either generally or on particular matters, members below a specified age (not greater than twenty- one), women, if the club is primarily a men's club, and men if the club is primarily a women's club, and
 - (b) if the club is primarily a club for persons qualified by service or past service, or by any particular service or past service, in Her Majesty's Forces, the rules may exclude persons not qualified from voting, either generally or on particular matters, and
 - (c) if the rules make special provision for family membership or family subscriptions or any similar provision, the rules may exclude from voting, either generally or on particular matters, all or any of the persons taking the benefit of that provision as being members of a person's family, other than that person.
3.
 - (1) Ordinary members must, under the rules, be elected either by the club in general meeting or by an elective committee, or by an elective committee with other members of the club added to it for the purpose; and the name and address of any person proposed for election must, for not less than two days before the election, be prominently displayed in the club premises or principal club premises in a part frequented by the members.
 - (2) The rules must not make any such provision for the admission of persons to membership otherwise than as ordinary members (or in accordance with the rules required for ordinary members by sub-paragraph (1) of this paragraph) as is likely to result in the number of members so admitted being significant in proportion to the total membership.

Meaning of "elective committee"

4.
 - (1) In this Schedule "elective committee" means, subject to the following provisions of this paragraph, a committee consisting of members of the club who are elected to the committee by the club in accordance with sub-paragraph (2) of this paragraph for a period of not less than one year and not more than five years; and paragraph 2(4) of this Schedule shall apply to the voting as it applies to voting at general meetings.
 - (2) Elections to the committee must be held annually, and if all the elected members do not go out of office in every year, there must be fixed rules for determining those that are to; and all members entitled to vote at the election and of not less than two years' standing, must be equally capable of being elected (subject only to any provision made for nomination by the club and to any provision prohibiting or restricting re-election) and, if nomination is required, must have equal rights to nominate persons for election.
 - (3) Except in the case of a committee with less than four members, of a committee concerned with the purchase for the club or with the supply by the club of intoxicating liquor, a committee of which not less than two-thirds of the members are members of the club elected to the committee in accordance with sub-paragraphs (1) and (2) shall be treated as an elective committee.
 - (4) A sub-committee of an elective committee shall also be treated as an elective committee if its members are appointed by the committee and not less than two-thirds of them (or, in the case of a sub-committee having less than four members, or concerned with the purchase for the club or with the supply by the club of intoxicating liquor, all of them) are members of the committee elected to the committee in accordance with sub-paragraphs (1) and (2) who go out of office in the sub-committee on ceasing to be members of the committee.
 - (5) For the purposes of this paragraph a person who on a casual vacancy is appointed to fill the place of a member of an elective committee for the remainder of his term and no longer shall, however appointed, be treated as elected in accordance with sub-paragraphs (1) and (2) if the person whose place he fills was so elected or is to be treated as having been so elected.