



**APPLICATION FOR NIGHTCLUB PERMIT**  
**NON TRANSFERABLE**  
**APPLICATION FEE: \$50.00 (NON-REFUNDABLE)**  
**PER APPLICATION AND FOR EACH MANAGER ADDENDUM**  
**CHECKS: PAYABLE TO TREASURER, CHESTERFIELD COUNTY**

**Please note: The following items must be attached to this application in order to be process.**

- 1) The "ABC" License
- 2) Nightclub Permit Addendum (PD99A) of Manager Information (Required for each manager)

Please be advised that a change of managers, ownership or members of partnership, corporation or officers of the corporation must be reported to the Chief of Police and a new permit may be required.

**Applicant's Full Legal Name** \_\_\_\_\_  
Last Name First Name Middle Name

Maiden Name (where applicable): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Place of Birth (City and State): \_\_\_\_\_

Sex:  Male  Female Race: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Previous Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**List three (3) character references, other than relatives:**

Name	Address, City, State and Zip	Home Telephone	Work Telephone

**CONVICTIONS**

Have you ever been convicted of a Felony?  No  Yes: Date: \_\_\_\_\_

Jurisdiction (Place): \_\_\_\_\_ State: \_\_\_\_\_

Nature of the Felony: \_\_\_\_\_

Please furnish information on any criminal charges you have received, whether as a juvenile or adult, other than traffic offenses. Please list the date and jurisdictions in which the charge occurred. (If more space is needed, attach a separate sheet):

<u>Date</u>	<u>Criminal Charge</u>	<u>Jurisdiction</u>	<u>Convicted</u>	
_____	_____	_____	<input type="checkbox"/> No	<input type="checkbox"/> Yes
_____	_____	_____	<input type="checkbox"/> No	<input type="checkbox"/> Yes
_____	_____	_____	<input type="checkbox"/> No	<input type="checkbox"/> Yes

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_

If partnership or corporation, list partners or corporate officers:

Name	Charged or Convicted of a Felony or Misdemeanor Offense? No -----Yes -		If yes, please explain.

\* All members of the corporation/partnership must complete the attached Criminal Record Request Form.

I hereby certify that there are no willful misrepresentations in or falsifications of the above statements and answers to questions. I am aware that should the investigation disclose such omissions or misrepresentations and falsifications, my application will be rejected.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_



**NIGHTCLUB PERMIT ADDENDUM  
NIGHTCLUB MANAGER**

**APPLICATION FEE: \$50.00 (NON-REFUNDABLE)  
PER APPLICATION AND FOR EACH MANAGER ADDENDUM  
CHECKS: PAYABLE TO TREASURER, CHESTERFIELD COUNTY**

Please be advised that a change of managers, ownership or members of partnership, corporation or officers of the corporation must be reported to the Chief of Police and a new permit may be required.

Manager's Full Legal Name \_\_\_\_\_  
Last Name First Name Middle Name

Maiden Name (where applicable): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Place of Birth (City and State): \_\_\_\_\_

Sex:  Male  Female Race: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**List three (3) character references, other than relatives:**

Name	Address, City, State and Zip	Home Telephone	Work Telephone

**CONVICTIONS**

Please furnish information on any criminal charges you have received, whether as a juvenile or adult, other than traffic offenses. Please list the date and jurisdictions in which the charge occurred. (If more space is needed, attach a separate sheet):

<u>Date</u>	<u>Criminal Charge</u>	<u>Jurisdiction</u>	<u>Convicted</u>
_____	_____	_____	<input type="checkbox"/> No <input type="checkbox"/> Yes
_____	_____	_____	<input type="checkbox"/> No <input type="checkbox"/> Yes
_____	_____	_____	<input type="checkbox"/> No <input type="checkbox"/> Yes

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I hereby certify that there are no willful misrepresentations in or falsifications of the above statements and answers to questions. I am aware that should the investigation disclose such omissions or misrepresentations and falsifications, my application will be rejected.

Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_\_



# Chesterfield County, Virginia Police Department

10001 Iron Bridge Road – P.O. Box 148 – Chesterfield, VA 23832  
Phone: (804) 748-1547 – Fax: (804) 768-0172 – Internet: chesterfieldpd.gov



**COLONEL JEFFREY S. KATZ**  
Chief of Police

## AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, \_\_\_\_\_, authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by a duly authorized agent of the Chesterfield County Police Department whether the said records are of public, private or confidential nature.

The intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation, which may provide pertinent data for the Chesterfield County Police Department to consider in determining my suitability for this permit or license. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for this permit or license.

I agree to indemnify and hold harmless the person to whom this request is presented and his/her agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney fees arising out of or by reason of complying with this request.

I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me. A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature (sign before a notary public)

Commonwealth of Virginia, County of Chesterfield.

Acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_

Notary Public Signature

\_\_\_\_\_

Notary Number

\_\_\_\_\_

Commission Expiration Date



ARTICLE VI. NIGHTCLUBS AND OTHER ADULT ENTERTAINMENT\*

\*Cross references: Amusements, ch. 3; zoning, ch. 19.

DIVISION 1. NIGHTCLUBS

Sec. 15-121. Nightclub permit required from chief of police--Application; issuance.

(a) Every person desiring a business license to operate a nightclub, as defined in chapter 6, shall first apply to the chief of police, or his designee, for a permit to conduct such activity. Each such application shall be accompanied by a fee in the amount of \$62.00.

(b) Information required on the permit application shall include, but not be limited to, the following:

(1) The applicant's full name, age, sex, race, weight, height, hair and eye color, address, telephone number, date and place of birth and Social Security Number;

(2) Names and addresses of references;

(3) Whether the applicant has been convicted of any felony or misdemeanor and, if so, the nature of the offense, when and where convicted, and the penalty or punishment assessed;

(4) Photograph and fingerprints of applicant;

(5) Name and address of the business for which a permit is sought;

(6) Written authorization to conduct a background investigation of the applicant, including fingerprints and personal descriptive information for the purpose of obtaining criminal history record information, the costs of which shall be borne by the applicant. The fingerprints shall be forwarded to Virginia State Police for processing through the Central Criminal Records Exchange to the Federal Bureau of Investigation as authorized by Code of Virginia, § 15.2-1503.1;

(7) Written declaration, dated and signed by the applicant, certifying that the information contained in the application is true and correct.

(c) For a corporation, partnership or other legal entity, "applicant" includes each officer, director, partner or principal of the entity and any managers of the business;

(d) The applicant shall not be issued a permit if the county's investigation or the information furnished in compliance with this article shows that the applicant has been convicted within the last ten years from the date of the application of a felony or any other crime materially affecting the applicant's ability to conduct the permitted activity including a crime involving moral turpitude, or has been denied a permit or has had a permit revoked under any statute or ordinance similar in substance to the provisions of this article. In addition, each application shall be reviewed by the county departments charged with enforcing the business license, zoning, building, plumbing, utility, health, electric and fire prevention codes, as needed, and no permit shall be issued if the applicant's business in the county does not comply with these and any other applicable county or state laws or regulations.

(e) Any changes in the ownership or principals of the business entity to which the permit is issued or in the managers of the business itself will automatically make the permit void. Such changes shall be reported to the chief of police or his designee, and a new application may be submitted for review.

(f) Nightclubs shall be subject to the regulations regarding public dance establishments, set forth in chapter 3.

(Code 1978, § 12.1-7; Ord. of 10-28-98, § 1; Ord. of 9-26-01, § 1; Ord. of 11-18-09(3), § 1; Ord. of 2-24-10(1), § 1; Ord. of 7-25-12, § (2))

Sec. 15-122. Same--Revocation.

(a) The chief of police or his designee may revoke or suspend any permit issued pursuant to this article (i) for fraud, misrepresentation or any false statement contained in the application; (ii) upon conviction of the applicant for any felony or misdemeanor involving moral turpitude after the permit is issued; (iii) for failure to comply with the provisions of this article; or (iv) if the applicant's business fails to comply with applicable county or state laws or regulations.

(b) If the chief of police or his designee revokes a permit, he shall notify the permittee in writing of such action, the reasons for the revocation, and the permittee's right to request a hearing. To receive a hearing, the permittee must make a written hearing request which must be received by the chief of police, or his designee, within ten days of the date of the revocation notice. If a timely hearing request is not received by the chief of police, or his designee, the decision shall be final. If a hearing is properly requested, it shall be held within ten days from receipt of the hearing request. The hearing shall be presided over by the chief of police or his designee. The permittee shall have the right to present evidence and argument or to have counsel do so. Within a reasonable time after the hearing, the chief of police, or his designee, shall render his decision which shall be final. The permittee must discontinue operation of its business when the decision to revoke the permit becomes final.

(c) When protection of public health, safety or welfare requires such action, the chief of police, or his designee, may immediately revoke a permit issued under this article by so stating in a written notice to the permittee. When action is taken pursuant to this subparagraph, the permittee shall immediately discontinue operation of its business, but shall have the right to a hearing as stated in subparagraph (b).

(Ord. of 10-28-98, § 1; Ord. of 11-18-09(3), § 1)