

**CURRENT
SEASON:**

STEP 5 TO 4 PROMOTION APPLICATION FORM

PLEASE COMPLETE **IN FULL** AND RETURN TO
promotions@TheFA.com **BY NO LATER THAN 30 NOVEMBER**



SECTION 1 - GENERAL	
Club Name:	
Current League:	
Name of Club Secretary:	
Club Secretary's address:	
Secretary's telephone number:	
Secretary's email address:	
I, the Club Secretary, have the authority to act on behalf of the Club and submit this application for promotion:	Relevant authority obtained:

SECTION 2 - ENTITY STATUS	
Entity status:	
If Incorporated, Full Name of Company:	N/A: or
and Company Registration Number:	N/A: or

SECTION 3 - GROUND GRADING	
Grade as at 31 March last season:	
Date of Last Floodlight Inspection: (Certificate to be attached)	
Floodlight readings:	Average Lux: Minimum: Maximum:
Type of playing surface: (If the playing surface is of an artificial type a copy of the most recent Performance Test Certificate must be submitted with this application)	N/A: or Confirmed as attached:

SECTION 4 - SECURITY OF TENURE	
Tenure on Ground:	
If Leasehold, Licence or Ground Share Agreement, please provide Name of Owner:	N/A: or enter details:
Period of Lease, Licence or Ground share Agreement:	
Expiry Date of Lease, Licence or Ground share Agreement:	
If 'Other', please provide details of the security of tenure arrangements in place:	

SECTION 4 - SECURITY OF TENURE (continued)	
Please detail any restrictions on the use of the ground that will prevent the Club having access during the Playing Season:	N/A: or enter details:

SECTION 5 - FINANCE	
Is the Club subject to an Insolvency Event?	
Does the Club have a time to pay agreement?	
Is the Club currently subject to a Winding-up Petition?	
Has the Club been subject to any County Court Judgements in the past 12 Months?	
What is the Clubs current Her Majesty's Revenue and Customs (HMRC) liability (PAYE, NI and VAT)?	
Total of ALL debts as at 31 October:	
Does the Club have contract players? If 'yes' please provide your PAYE Scheme Number	

We signify the intention of ***to be considered for promotion from***
Step 6 to Step 5 of the National League System for next season. We hereby attach all of the relevant documents as listed below and will make payment of the non-refundable application fee of £120 (£100 + VAT) before the 30 November deadline.

We certify that we fully understand the promotion criteria document that is issued with this application.

Date of Application:

SECTION 6 - CHECKLIST		
	Included:	N/A:
Financial Reporting Initiative Form and Club Creditors Form		
Set of approved audited or certified annual accounts which cover the period between 1 September and 31 August (last season)		
Copy of latest floodlight certificate		
Copy of Memorandum & Articles of Association or Club Rules in order to provide evidence of entity		
Security of Tenure documentation – i.e. copy of current lease or licence (if in a lease or licence arrangement) or copy of ground share agreement (if in a ground share arrangement) which must cover Season this season		
Copy of latest artificial pitch Performance Test Certificate (where applicable)		
A cheque for £120 sent in the post (see below)		

This completed application form and accompanying documentation must be returned to promotions@TheFA.com and be received by 30 November at the latest.

The application fee must also be received by 30 November. Please forward a cheque for £120 made payable to 'The Football Association LTD' to 'Clubs & Leagues Services - Promotion Application, The FA Group, Wembley Stadium, PO Box 1966, London, SW1P 9EQ'.