

## **GUIDANCE AND INFORMATION FOR SUBMISSION OF A SEX ESTABLISHMENT LICENCE APPLICATION**

Each Application Pack comprises the following:

1. Application Form
2. Newspaper Advertisement - Standard Form
3. Exhibition of Notice at Premises – Confirmation & Declaration
4. Public Display Poster - Premises
5. Guidance Notes

### **APPLICATION FORM**

- (a) Please complete all sections in **FULL**. The application will automatically be copied and posted to the Police and Fire Authority.
- (b) All applications should be accompanied by the correct fee and full plans and details of the proposed premises.

### **FEES**

The fee for a sex establishment licence is £13,380.00

### **EXHIBITION OF PUBLIC NOTICE ON THE PREMISES**

On the date on which the application is made for a licence, the applicant is required to put up and display a notice (see enclosed form 4) in a place where it can easily be seen and read by persons in the street or adjoining public place. This notice must be displayed for a period of 21 days. If the notice is found to be severely defaced, damaged or missing, a new notice will be required to be displayed for a further 21 days.

Confirmation Notice must be completed and returned to confirm this action at the time of making the application. See enclosed form 3.

### **EXHIBITION OF PUBLIC NOTICE - NEWSPAPER**

Within seven days of applying for a licence a notice advertising the application must be published (at the expense of the applicant) in a local newspaper which circulates in the locality in which the premises are situated or which is on sale at local newsagents. The advertisement must be as detailed in enclosed form 2.

A copy of the newspaper advertisement must be made available to the Licensing Team within 14 days of the application.

### **GENERAL INFORMATION**

On receipt of a valid application, arrangements will be made to carry out a detailed inspection of the premises. You will also be visited by the Fire Safety Officer. As a result of these inspections you may be issued with a statement and schedule of works required to meet the council's requirements. Any works detailed are in addition to those which may be required under **Building Control** or **Planning Legislation**. It is the responsibility of the applicant to ensure that all planning and building control approvals have been obtained.