



CHARNWOOD BOROUGH COUNCIL

**APPLICATION FOR THE GRANT/RENEWAL/TRANSFER* OF A SEX
ESTABLISHMENT LICENCE**

(*Delete as appropriate)

(Local Government Miscellaneous Provisions) Act 1982

(Before completing this application form, please read the guidance notes supplied, to ensure that all correct and relevant information is given)

I/We hereby apply for a licence to use the premises

known as:-

and situated at

Tel No:-

as a Sex shop/ Sex Cinema* (*delete as appropriate)

Proposed days and hours of opening:- (note: except with prior written approval, opening hours must be between 9am and 9pm Mon – Sat, and for 6 hours between 10am and 6pm Sundays)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Full name and address of applicant(s). (The applicant(s) etc. will be responsible for compliance with all conditions). See guidance notes

1.

Tel No:

2.

Tel No:

Full name and address of owner(s) if different from above.

Tel No:

Full name and address of employers/company where applicable

Tel No:

Additional information

Please answer the all of the following additional questions, or identify those that are not applicable (Do not leave any questions blank, and where necessary, use additional sheets).

For individual applicants:

Name

Date of birth:

Place of birth:

Name

Date of birth:

Place of birth:

Please give details of any previous convictions held by any individual applicant (including motoring offences):

For companies or other bodies acting as applicants:

Address of registered (or principal) office:

Is the body incorporated? Yes/No

If yes, when and where incorporated

Names and private addresses of directors or proprietors:

Please give details of any previous convictions held by any person named above (including motoring offences):

I/We enclose the remittance of the fee of £1,000. (Cheques and postal orders should be made payable to Charnwood Borough Council).

Proposed Licensee(s)

- | | |
|--------------|------|
| 1. Signature | Date |
| 2. Signature | Date |

EQUAL OPPORTUNITY MONITORING

In order to ensure that all applicants receive fair, equal and relevant treatment, the Council would like you to indicate your ethnic origin by ticking one of the list below:

African Caribbean..... White.....

Indian..... Bangladeshi.....

Other Ethnic Group (Specify).....

Please note: this information is confidential, and is used for monitoring purposes only.

This authority is under duty to protect public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of crime and fraud. It may also share this information with other bodies administering or in receipt of public funds solely for these purposes.

CHARNWOOD BOROUGH COUNCIL

SEX ESTABLISHMENT LICENSING

NOTES ON PROCEDURE

The procedure for applying for the grant/renewal/transfer of a Sex Establishment licence is outlined below. The procedure may, however, be varied depending on the circumstances of the individual case.

1. Complete and return the application form (giving at least 28 days notice of the date the licence is required to commence). For renewals, the application must be made prior to the expiry of the current licence. Failure to do this will result in the application being considered as an application for the grant of a Sex Establishment Licence and not a renewal and the premises will not be licensed.
2. All persons to be employed at the premises must complete the employee notification form and include two recent passport sized colour photographs for each person, indicating which employee is to be a "manager", and which is to be a "member of staff". Changes of staff must be notified to the Council to enable the appropriate identity cards to be produced prior to employment.
3. Submit two sets of plans of the building with the relevant parts for licensing outlined in red. (Does not apply to renewals unless the premises have been altered).
4. Notify the following of your application immediately:

The Chief Constable
Leicestershire Constabulary
Licensing Department
St George Street
Leicester
LE1 1SD
5. An application for the grant, renewal or transfer of a licence under this schedule shall give public notice of the application, by placing an advertisement in a local newspaper circulating in the area, not later than 7 days after the date of application, and by placing a notice on or near the premises in such a way as to be easily read by members of the public, for a period of not less than 21 days beginning with the date of the application.
6. Produce, for copying, your Public Liability Insurance.
7. Comments/Advice/Recommendations are invited from various agencies, who may arrange to inspect the premises independently.
Consultees include:

Leicestershire Constabulary
Leicestershire Fire & Rescue Service
Charnwood Borough Council Environmental Health Section
Charnwood Borough Council Planning and Building Control
Department

Any other specialist advisor as required by the Licensing Authority.

NOTE: Such parties act in an **ADVISORY CAPACITY** to the Licensing Authority and **DO NOT** have authority to impose requirements in respect of this application directly on the applicant. Consultees may however, have other statutory responsibilities and authority for example, building regulations and the Fire Precautions Act. Applicants should ensure that they fully understand under what authority requirements are being imposed.

Requirements relating to this application are imposed only by the Licensing Authority.

9. An inspection of the premises is arranged by a member of the Licensing Section staff and the applicant is advised of any requirements resulting from such inspection by the Licensing Officer.
10. If the applicant wishes to dispute any requirement, this should be put in writing to the Licensing Officer who will decide which requirements should be imposed.
11. If any dispute regarding requirements remains unresolved, or if the Licensing Officer is not satisfied that the licence should be issued, the matter will be referred to the Regulatory Committee of the Council for determination. The applicant will be given the opportunity to present his/her case to the committee in writing.
12. If the applicant is aggrieved by the decision of the Regulatory Committee an appeal may be made to the Magistrates Court.
13. Subject to satisfactory completion of all requirements and payment of the appropriate fee, a licence will be issued.

Chief Constable
Leicestershire Constabulary
Licensing Department
Mansfield House
74 Belgrave Gate
Leicester
LE1 3GG

Dear Sir

**APPLICATION FOR THE GRANT/RENEWAL/TRANSFER OF A
SEX ESTABLISHMENT LICENCE**

I, _____ (date of birth _____)
of (home address)

Tel No:

have applied to the Charnwood Borough Council for the grant of a Sex Establishment
Licence for the premises known as

Situated at

Type of Establishment: Sex Shop/Sex Cinema

Days and hours of Opening:

Monday	Tuesday
Wednesday	Thursday
Friday	Saturday
Sunday	

Signature of Applicant

Date

This form, when completed, must be sent by the applicant to the addressee shown
above.

CHARNWOOD BOROUGH COUNCIL

Local Government (Miscellaneous Provisions) Act 1982

Notice of Application of grant of Sex Establishment Licence

NOTICE is given that

(name)

applied to Charnwood Borough Council on the (date)

for a licence to use the premises known as

and situated at

as a Sex Shop/Sex Cinema (delete as appropriate)

Proposed days and hours of opening :-

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Objections to the application should be sent, in writing, to the:

Partnerships & Customer Services
Southfield Road
Loughborough
LE11 2TX

to arrive within 28 days of the date of the application. The Council will not reveal the identity of objectors without their consent.

Dated

NOTES ON THE DISPLAY OF THE PUBLIC NOTICE

This Public Notice is to be completed by the applicant and displayed for a period of not less than 21 days on the outside of the premises for which a Licence is sought and in such a position so as to be clearly legible to members of the public.

(FORM9)

CHARNWOOD BOROUGH COUNCIL

Local Government (Miscellaneous Provisions) Act 1982
Notice of Application of grant of Sex Establishment Licence

Form of Notice for Publication in Local Newspaper

NOTICE is given that

(name)

applied to Charnwood Borough Council on the (date)

for a licence to use the premises known as

and situated at

as a Sex Shop/Sex Cinema (delete as appropriate)

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