

**APPLICATION  
FOR A  
NEW SEX  
ESTABLISHMENT  
LICENCE**

**GUIDANCE NOTES FOR APPLICANTS FOR  
A SEX ESTABLISHMENT LICENCE**

These notes and the accompanying chart are for guidance only and it is the responsibility of each applicant to ensure that his or her application complies with the provisions contained in Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended.

1. On the date upon which the application is submitted to the Council applicants must also:-
  - (a) Submit a site plan indicating position of the premises to the Council
  - (b) If the premises is to be used as a **Sexual Entertainment Venue** a plan of the whole of the premises scale 1/100 or 1/50 or less if in agreement with Licensing Services showing the following:-
    - (i) All designated performance areas including private booths or cubicles
    - (ii) Welfare Facilities Room for performers
    - (iii) Access and egress of the premises
    - (iv) Smoking Area for performers/staff
  - (c) Display a notice of the application at the premises for 21 days
  - (d) Arrange for notice of the application to appear in the local newspaper.  
NB. The advertisement **MUST APPEAR** in the newspaper within 7 days of the date of the application to the Council. Further details regarding advertising appear below.
  - (e) A copy of the application and plan(s) must be sent to the Chief of Police, Central Police Station, Bilston Street, Wolverhampton within 7 days.
  
2. In addition to the above if the premises is to be used as a **Sexual Entertainment Venue** applicants must also provide the following information when submitting their application:-
  - (a) Name of the manager(s) or responsible person(s) should be completed at Part C question 9 of the application form.
  - (b) Written code of conduct for performers.
  - (c) Public liability insurance for the premises.
  - (d) Rules of conduct for customers.
  - (e) Written policy of the safety of performers.

3. **ADVERTISING THE APPLICATION**

**APPLICANTS ARE ADVISED THAT STRICT TIME LIMITS APPLY TO BOTH THE  
ADVERTISING  
OF THE APPLICATION IN A LOCAL NEWSPAPER AND DISPLAY OF NOTICE ON SITE**

Each applicant for the grant of a Sex Establishment licence shall **not later than 7 days after the date of the application publish notice** of the application in a local newspaper circulating in the city of Wolverhampton. The advertisement should be in the form set out as shown on page 9 of the application form.

**Immediately the advert has been published in a local newspaper the complete page of the newspaper showing the advert should be sent to City of Wolverhampton Council.**

The applicant must also display the notice or application (see Page 10) on or near the premises in a place where the notice can conveniently be read by the public. The notice must then be left in place for a period of at least 21 days beginning with the date of application.

Once the notice has been in place for 21 days, the certificate confirming that the notice has been displayed for the correct period (see Page 11) should be completed and returned to the Council.

**All correspondence should be sent to Licensing Services, Civic Centre, St Peter's Square, Wolverhampton WV1 1DA.**

4. All new applications are considered by the Licensing Sub-Committee which usually meets every 3 weeks. Applicants are required to attend the Licensing Sub-Committee and will be advised of the date and time of the appropriate hearing.

5. **APPLICATION FEES**

Cheques should be made payable to City of Wolverhampton Council (CofWC) and **MUST** accompany the application.

6. **INITIAL APPLICATION FOR A SINGLE NEW SEX ESTABLISHMENT**

30% of fee to be submitted with initial application	= £750.00
70% compliance and enforcement fee payable on grant of licence	= £1,750.00

Total Fee 12 Month Licence = £2,500.00

**INITIAL APPLICATION FOR THREE SEX ESTABLISHMENTS ON SAME OR ADJACENT SITE (IE: SHOP, CINEMA AND SEXUAL ENTERTAINMENT VENUE)**

30% of fee to be submitted with initial application	= £1,125.00
70% compliance and enforcement fee payable on grant of licence	= £2,625.00

Total Fee 12 Month Licence = £3,750.00

**INITIAL APPLICATION FOR A SEXUAL ENTERTAINMENT VENUE**

30% of fee to be submitted with initial application	= £999.00
70% compliance and enforcement fee payable on grant of licence	= £2,331.00

Total Fee 12 Month Licence = £3,330.00

Following the grant of the licence the remaining 70% of the fee can be paid in instalments through the Council's Sundry Debtors Service over a period of up to 9 months.

**THE 30% APPLICATION ELEMENT OF THE FEE IS NOT REFUNDABLE**

# APPLICATION

CITY OF WOLVERHAMPTON COUNCIL

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 AS AMENDED

## APPLICATION FOR LICENCE FOR SEX ESTABLISHMENT (NEW)

**NOTE: PARTS A & C to be completed if application being made by an individual**

**PARTS B & C to be completed if application is being made by company**

### **PART A (INDIVIDUAL APPLICATION)**

1. Full Name of Applicant .....
2. Permanent Address of Applicant .....  
.....
3. How long have you resided at that address? .....  
(if less than six months also state previous address)  
.....
4. Telephone Number (a) Home .....  
(b) Business .....  
(c) Mobile .....
5. Age of Applicant .....  
Date and Place of Birth .....
6. Have you any convictions recorded against you?

If so, please state:-

<u>Date of Conviction</u>	<u>Offence</u>	<u>Sentence</u>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**PART B (COMPANY APPLICATION)**

1. Full Name of Company .....

2. Where was the Company incorporated? .....

3. Address of Registered or Principal Office .....

.....

.....

Telephone Number of Registered Office: .....

Telephone Number of Company Secretary: .....

4. Full names and private addresses of all Directors or other persons responsible for or involved in management of the Company:-

<u>Full Name</u>	<u>Full Private Address</u>	<u>Date/Place of Birth</u>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

5. Has the company or any of its Directors or other persons responsible for management any convictions recorded against it/them. If so, please state:-

<u>Date of Convictions</u>	<u>Offence</u>	<u>Sentence</u>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**PART C (ALL APPLICANTS)**

1. Full name and address of premises for which application is made

Telephone Number of Premises: .....

.....

.....

2. Please state the name to be displayed on the exterior signage of the premises

.....

3. If application is for vehicle, vessel or stall:

(a) State which type .....

(b) State where to be used as sex establishment

.....

4. Type of sex establishment:-

Sex Shop  Sex Cinema  Sexual Entertainment Venue

5. During which hours do you wish to trade? .....

6. On which days do you wish to trade? .....

7. Have you ever been refused a licence for a sex establishment? If so, give details:

.....

.....

.....

8. Have you ever had a licence for a sex establishment and had that licence revoked. If so, give details:

.....

.....

.....

9. If the premises is to be used as a sexual entertainment venue:

(a) Please give the name of the manager(s) or responsible person(s) who will be in attendance when the venue is open

.....

.....

(b) Please state the person responsible for the welfare of performers

.....

.....

10. If the licence is granted will the business be managed by or carried on for the benefit of a person other than yourself?

YES  NO

If YES:

(a) Give details including names, date of birth, addresses and proposed involvement of such person(s) (ie manager(s), responsible person(s))

(b) Has any such person:-

(i) been convicted of an offence YES  NO

If YES please give details .....

.....  
(if necessary please continue on separate sheet)

or (ii) Within the last 12 months been refused the grant or renewal of a licence for the premises, vehicle, vessel or stall in respect of which this application is made

YES  NO

If YES please give details .....

.....  
(if necessary please continue on separate sheet)

***I HEREBY DECLARE THAT:-***

- (1) Within **seven days of the date of this application:-**
  - (a) Notice of the application will be (or has been) published in a local newspaper in the form set out in the notes attached to this form; a copy of which will be forwarded to City of Wolverhampton Council, Licensing Services and;
  - (b) A copy of the application will be (or has been) sent to the Chief of Police.
- (2) That from the date of this application a notice will be displayed and maintained for twenty-one days, on or near the premises, and in a place where the notice can conveniently be read by the public.
- (3) No person connected with this application:-
  - (a) has been convicted of an offence; or
  - (b) has, within the last 12 months been refused the grant or renewal of a licence for the premises, vehicle, vessel or stall in respect of which this application is made.
- (4) All of the information contained in this application form is correct and no relevant information has been omitted.
- (5) **The appropriate 30% application fee must be enclosed with this application (see page 3). CHEQUES SHOULD BE MADE PAYABLE TO CITY OF WOLVERHAMPTON COUNCIL (CofWC)**

Signed ..... (Applicant)

or

Signed ..... (Capacity  
ie Solicitor/Company Director etc)

Date .....

**THE INFORMATION ON THIS FORM MAY BE HELD IN MANUAL OR  
COMPUTERISED FORM AND WILL BE SUBJECT TO THE  
PROVISIONS OF THE DATA PROTECTION ACT 1998**

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

**For further information, see:**

<http://www.wolverhampton.gov.uk/article/3057/Fraud-and-Corruption>

This application form together with the site plan, when completed should be returned to:-

City of Wolverhampton Council  
Licensing Services  
Civic Centre, St Peter's Square  
Wolverhampton WV1 1DA

For any queries please telephone: (01902) 556036

For official use only
Date .....
Amount .....
Receipt No .....
Initials .....



**ADVERTISEMENT TO BE PUBLISHED IN LOCAL NEWSPAPER**

**CONTROL OF SEX ESTABLISHMENTS**

I/We, (1) hereby give notice that, in accordance with Section 2 and Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 As Amended, on (2) , I/We applied to City of Wolverhampton Council for the grant of a licence to enable me to carry on the business of a (3) at premises known as (4) , Wolverhampton.

The proposed days and hours being:-

(5)

Any person wishing to object to the application should submit representations in writing to City of Wolverhampton Council, Licensing Services, Civic Centre, St Peter's Square, Wolverhampton WV1 1DA by not later than

(6)

Signed.....

Date .....

**Notes re: completion of the above advertisement**

- (1) Name of Applicant (on behalf of - name of company, if appropriate)
- (2) Date of application
- (3) Insert as appropriate Sex Shop and/or Sex Cinema or both and/or Sexual Entertainment Venue
- (4) Name and Address of premises
- (5) State proposed days / hours you intend to trade
- (6) Insert Objection Date 28 days from application date  
ie. Application Date 1.6.00 Insert Date would be 29.6.00 for objections

**NB. THE ABOVE ADVERTISEMENT MUST BE PUBLISHED WITHIN 7 DAYS OF THE APPLICATION**

CITY OF  
WOLVERHAMPTON  
C O U N C I L

**SECTION 2 AND SCHEDULE 3 OF THE LOCAL  
GOVERNMENT (MISCELLANEOUS PROVISIONS)  
ACT 1982 AS AMENDED**

I/We

hereby give notice

that on

I/We applied to City of Wolverhampton Council for the grant of a Sex Establishment Licence at premises known as:

which is situated at:

Proposed Days and Hours of Trading:

Any person wishing to object to the application should submit representations in writing to City of Wolverhampton Council, Licensing Services, Civic Centre, St Peter's Square, Wolverhampton WV1 1DA by no later than

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**CERTIFICATE CONFIRMING DISPLAY  
OF NOTICE OF APPLICATION**

I/We, (1) hereby certify that:

On the (2) day of 20

I/We affixed a copy of the notice shown overleaf on (3)

of (4)

in a place where the notice could conveniently be read by the public and that the said notice was kept displayed for a period of 21 days thereafter;

Signed: .....

Dated: .....

**Notes re: completion of the above notice**

- (1) Applicants / company's name in full
- (2) Date of application
- (3) Describe the part of the premises or other nearby location upon which the notice was affixed
- (4) Address of Premises

**When the certificate has been signed to confirm the notice has been displayed for a period of 21 days please return the signed notice to the Council**

