

**APPLICATION
FOR THE
RENEWAL
OF A SEX
ESTABLISHMENT
LICENCE**

**GUIDANCE NOTES FOR APPLICANTS FOR
RENEWAL OF 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 of Paragraph 10 of Schedule 3 to 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) Display notice of the application at the premises for 21 days
 - (b) 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.
 - (c) A copy of the application must be sent to the Chief of Police, Central Police Station, Bilston Street, Wolverhampton within 7 days.

2. **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 borough 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 of 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.

3. If objections are received regarding the renewal of this application, then the applicant may be required to attend the Licensing Sub-Committee. If applicants are required to attend the Licensing Sub-Committee they will be advised of the time and date of the appropriate hearing.

4. **APPLICATION FEES**

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

5. **RENEWAL APPLICATION FEE FOR A SINGLE SEX ESTABLISHMENT**

30% of fee to be submitted with initial application	= £600.00
70% compliance and enforcement fee payable on grant of licence	= £1,400.00
Total Fee 12 Month Licence	= £2,000.00

RENEWAL APPLICATION FEE 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	= £975.00
70% compliance and enforcement fee payable on grant of licence	= £2,275.00
Total Fee 12 Month Licence	= £3,250.00

RENEWAL APPLICATION FEE FOR A SEXUAL ENTERTAINMENT VENUE

30% of fee to be submitted with initial application	= £849.00
70% compliance and enforcement fee payable on grant of licence	= £1,981.00
Total Fee 12 Month Licence	= £2,830.00

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 (RENEWAL)

- NOTE:
- PART A** to be completed if application being made by an individual
 - PART B** to be completed if application is being made by company
 - PART C** to be completed by all applicants

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

.....
.....

- 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 address of premises for which application is made

.....
.....

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 premises is to be used as a sexual entertainment venue please confirm if there has been any changes to:-

(a) the layout of the premises in relation to the following:-

(i) All designated performance areas including private booths or cubicles

YES NO

(ii) Welfare Facilities Room for performers

YES NO

(iii) Access and egress of the premises

YES NO

(iv) Smoking Area for performers/staff

YES NO

If YES please enclose a plan 1/100 or 1/50 highlighting the changes.

(b) (i) Written code of conduct for performers

YES NO

(ii) Written policy of the safety of performers

YES NO

(iii) Rules of conduct for customers

YES NO

If YES please enclose the relevant documentation.

11. Do you have public liability insurance for the premises?

YES NO

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

(on behalf of)(Capacity)
(ie. Solicitor)

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, 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

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, 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

