



CANNOCK CHASE DISTRICT COUNCIL

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

APPLICATION FOR GRANT, RENEWAL OR TRANSFER OF SEX ESTABLISHMENT LICENCE

IMPORTANT NOTES

- (1) All questions must be answered, save where otherwise stated. If relevant questions are not answered, the application will be deemed incomplete and returned to the applicant.
- (2) Any person who, in connection with an application for a grant, renewal or transfer of a sex establishment licence makes a false statement which he knows to be false in any material respect or which he does not believe to be true is guilty of an offence and liable on summary conviction to a fine not exceeding £20,000.
- (3) Please send the completed application form to:  
 Head of Environmental Health  
 Cannock Chase District Council  
 Licensing Unit  
 Civic Offices  
 PO Box 28, Beecroft Road  
 Cannock  
 Staffs, WS11 1BG

**A. THE APPLICANT**

1. Is the applicant:

- An individual?
- A company or other corporate body?
- A partnership or other unincorporated body?

If the applicant is an individual, answer question 2.

If the applicant is a company or other corporate body, answer questions 3 and 4.

If the applicant is a partnership or other unincorporated body, answer question 5.

2. Answer only where the applicant is an individual

(1) What is the full name of the Applicant? .....

(2) Has the applicant ever been know by a different name? If so, state the applicant's former name.....

Go to question 5

3. Answer only where the applicant is a company or other corporate body.

(1) What is the name of the applicant?.....

(2) Where is the applicant registered?.....

(3) What is the registered number of the applicant?.....

(4) Has the applicant previously been known by any and if so what name:  
.....  
.....  
.....

- (5) Has the applicant:
- ever been convicted of a criminal offence?      Yes  No
  - ever had a grant or renewal of a sex establishment licence refused or revoked?  
Yes  No
  - ever been served with a winding up petition?      Yes  No

If the answer to any of these questions is yes, provide details on a separate sheet.

(6) What are the names of the applicant's Directors and Company Secretary  
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(7) Are these persons responsible for the management of the applicant other than the Directors and the Company Secretary?  
If so, state their name.....  
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(8) State the names of all persons which a shareholding greater than 10% in the applicant.....  
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(9) Is the Applicant a wholly owned subsidiary of another company or corporate body? If so state the name, place of registration and identity of its Directors and Company Secretary.....  
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Go to question 5

4. Answer only where the applicant is a partnership or other unincorporated body:
- (1) What is the name of the Applicant.....  
.....
- (2) What are the names of the Applicant's partners?  
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(3) Are there persons responsible for the management of the Applicant other than the partners. If so, state their names.....  
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(4) Has the Applicant ever had a grant or renewal of a sex establishment licence refused or revoked? Yes  No   
If answer if Yes, provide full details.  
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Go to question 5

5. Does the applicant have a trading name different from that given in answer to question 2, 3 or 4 above? If so, state the trading name.....  
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6. What is the applicant's trading address?  
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7. Will the business for which a licence is sought be carried on for the benefit of a person other than the applicant? Yes  No   
  
If the answer is yes, state the name of such person(s). If such person(s) are a company or other corporate body state their place of registration and registered number, and the identity of all Directors, the Company Secretary, and those with a greater than 10% shareholding.  
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8. Does the Applicant operate any other sex establishments, whether licensed or not? If so, state the name, address and type of sex establishment (e.g. sex cinema, sex shop, sexual entertainment venue) of each.  
  
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2).....  
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3).....  
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9. For each the individuals named in the answers to Questions 2, 3, 4, 7 and 8, please confirm that the form at Annex A to this application has been completed and submitted as part of this application Yes  No

**B. THE PREMISES, VEHICLE, VESSEL OR STALL**

10. Is this application in respect of:

- a) Premises
- b) Vehicle
- c) Vessel
- d) Stall

11. Answer only where the application is for a vehicle, vessel or stall.

Where is it proposed to use the vehicle, vessel or stall .....  
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.....

12. Answer only where the application is for a premises.

What if the full address of the premises for which a licence is sought?

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13. (a) Is the whole of the premises to be used as a sex establishment? Yes  No

(b) If not, state the use of the remainder of the premises

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(c) State the names of those who are responsible for managing the remainder of the premises.....

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14. (a) State the nature of the applicant's interest in the premises, vehicle, vessel or stall, e.g. owner, lessee, sub-lessee.

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(b) If the applicant is a lessee or sub-lessee, state:

- (i) the name and address of the landlord;  
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- (ii) the name and address of the superior landlord (if any);  
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- (iii) the amount of the annual rental;  
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- (iv) the length of the unexpired term;  
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- (v) the length of notice required to terminate the tenancy.  
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15. (a) State the current use of the premises.

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(b) Is there a planning permission for the use of the premises, vehicle, vessel or stall as a sex establishment?

Yes  No

(c) If so, state the date of the planning permission.

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(d) If not, state whether and why the use as a sex establishment is lawful, e.g. because there is a certificate of lawful use, giving full details.

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16. (a) Are the premises, vehicle, vessel or stall licensed under any other Act, e.g. the Licensing Act 2003? Yes  No

Provide full details including the name of any Designated Premises Supervisor

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(b) Does the Applicant intend to obtain a licence under any other Act or to apply to vary any existing licence under any other Act? Yes  No

(c) Does the Applicant intend to operate the sex establishment in conjunction with any other licence? Yes  No

If so, provide full details.

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17. (a) Is each customer access to the premises, vessel, vehicle or stall:

- directly from the street or a public thoroughfare?
- from other premises?

If from other premises, provide full details.

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(b) Is each customer access from the street to be supervised at all times the premises are open to the public? Yes  No

(c) State whether all door supervisors are to be licensed with the Security Industry Authority Yes  No

18. Are the premises, vehicle, vessel or stall so constructed or adapted and laid out as to permit access from and within the premises (including WC facilities) for members of the public who are disabled? Yes  No

If the answer is no, state the Applicant's proposals for affording such access.

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19. (a) Are the premises, vehicle, vessel or stall being used as a sex establishment at the date of this application? Yes  No

(b) If the answer is yes, state the name and address of the person or body.

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**C. THE BUSINESS**

20. Under what name will the business be known?

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21. Is this application in respect of:

- (a) A sex shop?
- (b) A sex cinema?
- (c) A sexual entertainment venue?

22. Has the applicant entered into any agreement (whether written or oral) in connection with the business, other than a tenancy agreement or lease, for example, a management agreement, partnership agreement or profit share arrangement? If so, provide full details together with a copy of any such agreement.

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23. Give the name and addresses of any lenders, mortgagees or others providing finance with the full terms of such agreements.

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24. Is the business required to purchase merchandise from a particular person or body?

Yes  No

If so,  
provide full details.

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**D. MANAGEMENT OF THE BUSINESS**

25. (a) State the identity of the person who will be responsible for the day to day management of the business at the premises, vehicle, vessel or stall ('the Manager').

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(b) Confirm that the Manager will be based at the premises, vehicle, vessel or stall and that management of the business will be his/her sole and exclusive occupation.

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(c) Which person(s) will be responsible for the day to day management of the business in the absence of the Manager ('the Relief Manager(s)')

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(d) Confirm that the Relief Manager(s) or one of them will be based at the premises full-time in the absence of the Manager.

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(e) For each of the Manager and Relief Manager(s), confirm that the form at Annex A to this application has been completed and submitted as part of this application.

Yes  No

**26. This question need not be answered in the case of renewals**

Give details of the times during which it is proposed to open the business

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Days of the Week

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Hours of the day

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27. State proposals in respect of exterior signage and advertising, including the nature, content and size of such signage, and any images to be used.

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Please note that a plan of the exterior showing such signage and advertising is required to be submitted with this application.

28. (1) What means are to be taken to prevent the interior of the premises being visible to passers-by?

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(2) What if any window displays are to be exhibited? Please indicate the size and nature of the intended display.

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29. State any proposals for solicitation of the business in public areas, e.g. through flier, business cards, billboard advertising, personal solicitation or advertising on motor vehicles

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30. State what age restrictions are to be applied in respect of admissions, and how these are to be enforced.

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31. State the arrangements for CCTV and for retention of recordings. In answering state whether all public areas are to be covered by CCTV at all times the business is open and whether the feed from all cameras will be recorded.

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32. *Answer only where the application is for a sexual entertainment venue*

(1) State whether the proposal is for full nudity Yes  No

(2) Give full details of the nature of the entertainment, e.g. lap-dancing, pole dancing, stage strip-tease.

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(3) State what if any separation between performers and audience is proposed, e.g. performers on stage, 1 metre, no contact or full contact.

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(4) State whether arrangements are proposed for private booths or areas. If so, provide full details, including proposals for supervision of such areas.

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**33. This question need not be answered in the case or renewals.**

(1) State proposals for preventing nuisance to residents and businesses in the vicinity.

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(2) State proposals for protecting public safety.

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(3) State proposals for preventing crime and disorder.

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(4) State proposals for protecting children from harm.

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(5) Set out the Applicant's system for checking the age and right to work in the UK for all employees.

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(6) For sexual entertainment venues, set out the system for training all staff for the Code of Practice for performers, and for monitoring and ensuring compliance.

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(7) For sexual entertainment venues, set out the system for notifying customers of the Rules for Customers, and for monitoring and enforcing compliance.

*Note, the Rules for Customers must be attached to this form.*

(8) For sexual entertainment venues, set out the system for monitoring compliance with the venue's Policy for Welfare of Performers.

*Note the Policy for Welfare of Performers must be attached to this form.*

34. Set out any further information which you wish the Authority to take into account.

Include here any proposed conditions (you may attach a schedule of such conditions) or any reason relied upon to provide an exception to the Authority's Sex Establishment Licensing Policy.

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35. Is there any information on this form which you do not wish to be seen by members of the public? If so, state which information and the reasons why you do not wish it to be seen.

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**E. APPLICANT’S CONTACT DETAILS**

Please give the details which you would like to be used for the purposes of this application.

Name: .....

Organisation: .....

Address: .....

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Telephone Number: .....

Mobile Number: .....

Fax Number: .....

Email Address: .....

**F. SIGNATURE AND DECLARATION**

The following declaration must be signed in all cases:

- (a) If the Applicant is an individual, by that individual.
- (b) If the Applicant is a partnership, by all individuals who are partners.
- (c) If the Applicant is a company, by a director or a company secretary.
- (d) In any other case, by a duly authorised officer of the Applicant.

Should the information provided in relation to this application form cease to be correct, or if there are any changes in the information provided in the information provided in the application form between the date the application is submitted and the date it is determined, the applicant must advise the Licensing Authority immediately. Failure to do so may result in the licence issued being revoked.

I/we certify to the best of my/our knowledge and belief that the information given in this application is complete and correct in every respect.

I/we agree to notify the Commission should any of the information given in this application change.

Name: .....

Position in organisation: .....

Date: .....

Signature .....

## ANNEX A

### Information on individuals

1. Name: .....
2. Former name (if any): .....
3. Position in relation to a licant (e.g. Director, Partner, Manager)  
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4. Date of birth: .....
5. Gender: Male/Female
6. Permanent residential address: .....  
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7. If resident at this address for less than 3 years, state previous address:  
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8. Have you been resident in the United Kingdom for more than 6 months prior to the application? Yes  No
9. Have you ever been disqualified from holding a sex establishment licence under Schedule 3, paragraph 17 of the Local Government (Miscellaneous Provisions) Act 1982?  
Yes  No
10. Have you ever been involved in the management of a business, whether as proprietor, director, company secretary, partner, manager, supervisor or otherwise which has had any of the following types or licence refused, refused on renewal, reviewed or revoked?
  - Sex establishment licence Yes  No
  - Licence for the sale and supply of alcohol Yes  No
  - Licence for the provision of entertainment, whether sexual or otherwise  
Yes  No
  - Personal Licence under the Licensing Act 2003 Yes  No

If so, provide full details

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11. Have you ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere? Yes  No

If so provide details of the date, convicting court, offence and penalty imposed.

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12. To your knowledge are you currently the subject of any criminal investigations? Yes  No

If so, provide full details

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13. Have you ever had any civil legal action taken against you? Yes  No

If so, provide full details

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14. Have you ever been declared bankrupt or entered into an arrangement with creditors or an Individual Voluntary Arrangement? Yes  No

If so, provide full details

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15. Have you ever been disqualified from acting as a company director? Yes  No

If so, provide full details

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16. Is there any other information which you believe the Licensing Authority would reasonably expect notice of or you would like the licensing authority to take into account when considering the information you have supplied?

Yes  No

If so, provide full details

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17. Is there any information in this Annex which you do not wish to be seen by members of the public? Yes  No

If so, state which information and the reasons why you do not wish it to be seen.

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I DECLARE THAT THE INFORMATION ON THIS FORM IS TRUE AND COMPLETE

Signed: .....

Dated: .....

## ANNEX B

Documents supplied with this application:

- |     |  |                              |                             |
|-----|--|------------------------------|-----------------------------|
| 1.  | 5 copies of a site scale plan (1:1250)   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2.  | 5 copies of drawings showing the front elevation as existing   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3.  | 5 copies of drawings showing the front elevation as proposed including proposed signage, advertising and window display<br>Scale layout plan of the premises<br><i>Note the requirements of the layout<br/>Plans are set out below</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4.  | Planning permission  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5.  | Certificate of lawful use or development   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6.  | If the Applicant is a company, the Memorandum and Articles of Association Of the Company   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7.  | If the Applicant is a partnership, a certified copy of the Partnership Deed  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8.  | A copy of any other licences for the premises, vessel, vehicle or stall  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 9.  | Code of Practice for Performers  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10. | Rules for Customers  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 11. | Policy for Welfare of Performers   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Requirements for layout plan:

- (1) The layout of the premises including, e.g. stage, bars, cloakroom, WC, performance area, dressing rooms
- (2) The extent of the boundary of the premises outlined in red
- (3) The extent of the public areas outlined in blue
- (4) Uses of different areas in the premises, e.g. performance areas, reception
- (5) Structures or objects (including furniture) which may impact on the ability of individuals to use exits or escape routes without impediment
- (6) Location of points of access to and egress from the premises
- (7) Any parts used in common with other premises



- (8) Position of CCTV cameras
- (9) Where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor
- (10) Where the premises includes any steps, stairs elevators or lifts, the location of the same
- (11) The location of any public conveniences, including disabled WCs.
- (12) The position of any ramps, lifts or other facilities for the benefit of disabled people
- (13) Any level changes at the entrance to or within public parts of the premises which may be inaccessible to disabled people
- (14) The location of any kitchen on the premises
- (15) The location of emergency exits

Documents evidencing public notice and service

- |    |  |  |
|----|--|--|
| 1  | Complete copy of newspaper circulating in the area of the authority, containing advertisement of this application.   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2  | Copy of notice of application displayed on or near the premises.   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. | Copy of affidavit or statutory declaration that Notice has been displayed as required by Schedule 3, paragraph 10(10) Local Government (Miscellaneous Provisions) Act 1982.  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. | Evidence of service of this application form and all enclosures upon Chief Officer of Police at Southern Licensing Unit, Burton Police Station, Horninglow Street, Burton-on-Trent, Staffordshire, DE14 1PA, within 7 days after the date of this application. | Yes <input type="checkbox"/> No <input type="checkbox"/> |

## APPENDIX 2

### Site notice and newspaper advert

For site notices, this notice must be printed on pink A3 paper in black 20 point Times New Roman font

#### SEX ESTABLISHMENT LICENCE APPLICATION

Notice of application for grant/renewal/transfer [delete as applicable] of a sex establishment licence pursuant to schedule 3 Local Government (Miscellaneous Provisions) Act 1982

TAKE NOTICE that on [date] [name(s) of Applicant] applied to [ ] Council for the grant/renewal/transfer [delete as applicable] of a sex establishment licence

NAME AND ADDRESS OF PREMISES/LOCATION OF VEHICLE/VESSEL/STALL [delete as applicable]

*{Note the precise address or location sufficient to identify the location and extent of the premises, vehicle, vessel or stall must be given}*

DAYS AND HOURS OF OPERATION:

ACTIVITY: Sex shop/sex cinema/sexual entertainment venue [delete as appropriate]

INSPECTING THE APPLICATION: The application may be inspected at the Civic Centre, {address}

OBJECTIONS: Any person wishing to make objections on the application shall do so in writing to the Head of Environmental Health, Cannock Chase Council, Licensing Unit, Civic Centre, PO Box 28, Beecroft Road, Cannock, Staffordshire, WS11 1BG or by email at [licensingunit@cannockchasedc.gov.uk](mailto:licensingunit@cannockchasedc.gov.uk). The grounds of objection must be stated in general terms. The objection must be received by the Council no later than [insert 28 days after the date of the application]