

GUIDANCE AND INFORMATION FOR SUBMISSION OF A SEX ESTABLISHMENT LICENCE APPLICATION (NEW AND RENEWAL 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

This information is also provided on the Council's website

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

A fee is payable. The fee can be found on the Council's website at www.richmond.gov.uk/consumer_protection_fees

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 (*Public display poster - premises*) 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.

A Confirmation Notice must be completed and returned to confirm this action at the time of making the application (*Exhibition of Notice at Premises – Confirmation & Declaration*).

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 form *Newspaper Advertisement - Standard Form*



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.