

SEX ESTABLISHMENTS

**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982
PART II, SCHEDULE 3**

HOW TO APPLY FOR A LICENCE

1. Applications should be made on the form which will be provided.
2. When complete and signed the application should be submitted to the Licensing Section, Legal Services Division, 4th Floor, Municipal Building, Kingsway, Widnes, WA8 7QF. Telephone No. 0151-424 2061 ext. 1054
3. The application must be accompanied by:
 - (i) the forms of Statutory Declaration
 - (ii) the required fee (see paragraph No. 16 below)
 - (iii) an adequate plan of the building
 - (iv) a large stamped addressed envelope
 - (v) any other written submission you wish to make to the Licensing Authority
4. Care should be taken to fill in the whole of the form completely
5. The form supplied to you has two extra copies. You should use one for the application, retain one other for further reference, and send one to the Licensing Officer, Cheshire Constabulary, Kingsway, Widnes, Cheshire.
6. The application has to be advertised in a newspaper circulating locally within seven days of the date of the application. Proof of this advertisement will be required from you and you must send a copy of the advertisement to the Legal Services Section. A specimen copy advertisement accompanies the application form.
7. There must also be placed on or near the building for the whole of a period of 21 days from the date of the application a notice advertising the application. A suitable form of notice is attached to the application form. A check will be made to see that the form is displayed for the whole of the requisite period.
8. While the application must be dealt with without undue delay, please note that it cannot be considered until after 21 days have elapsed from the date of the application for the purpose of the receipt of objections.
9. You will be informed in writing of the substance of any objection made in respect of your application.

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10. A copy of your application must be sent to the Development Control and Licensing Committee which will consider any observations made by it, together with any other objections which have been received.
11. As part of the application procedure you are required to exhibit on, or near the building to be used, a notice to the public stating the fact of your application and their right to object. This notice has to be displayed for 21 days. After that period has elapsed you must return the certificate authenticating the display of the notice and the press announcements.
12. When the period for objection has elapsed the application will be considered at the next available meeting of the Development Control and Licensing Committee. If there are objections to the application and these are not withdrawn, the applicant (and his or her legal representative) and all persons who have lodged objection will be invited to attend the meeting to enable them to make representation to members of the Committee who consider the application. You will be notified in writing of the date, time and location of where the meeting will be held.

If you do not propose to be legally represented, you may, if you so choose, bring forward another person to speak on your behalf.
13. If the licence is granted it will be subject to conditions printed on it and you will have to adhere to these conditions strictly.
14. In connection with the application, it is likely that the premises will be visited by various officers who advise the Council. Each officer will have an identity card which s/he will produce on request.
15. If you have any queries about the application, you should communicate with the Licensing Section, Legal Services Division at the address stated in paragraph 2, preferably in writing.
16. The required fee for the grant or renewal of a Licence must be forwarded with the application. The required fee will be notified on the making of an application and is subject to annual review.
17. No application will be considered if the premises which are the subject of the application are in the vicinity of a place of worship, an historically important street, near to a school, shopping complex or residential area.