



Schedule 3, Local Government (Miscellaneous Provisions) Act 1982

**Application for Grant of a
Sexual Entertainment Venue Licence**

Notes to Applicant:

All questions must be answered unless otherwise stated.
If relevant questions are not answered, the application will be deemed incomplete and returned to the Applicant.

I/WE HEREBY APPLY to Guildford Borough Council for the grant of a licence to use a premises as a Sexual Entertainment Venue.

A. THE APPLICANT

Please tick all boxes as appropriate

Q1	Is the Applicant:		
	a. An individual?	<input type="checkbox"/>	Answer question 2
	b. A company or other corporate body?	<input type="checkbox"/>	Answer question 3 & 4
	c. A partnership or other unincorporated body?	<input type="checkbox"/>	Answer question 5

Q2	Answer only where the applicant is an individual:	
	Full name of the Applicant:	
	Applicant's permanent private address:	
	Occupation (during preceding six months):	
	Telephone No:	

You need to complete Annex A. Now go to question 5

Q3	Answer only if the Applicant is a company or other corporate body:	
	Full name of the Applicant:	
	Applicant's trading address:	
	Applicant's registered address (if different):	

	What is the registered number of the Applicant:	
	What are the full names of all the Directors and Company Secretary:	
	Are any persons responsible for the management of the Applicant other than the Directors and Company Secretary? If so, state their names:	Yes <input type="checkbox"/> No <input type="checkbox"/>

All individuals names above need to complete Annex A. Now go to question 5

Q4	Answer only if the applicant is a partnership or other unincorporated body:	
	Full name of the Applicant:	
	Applicant's trading address:	
	What are the full names of the Applicant's Partners:	
	Are there persons responsible for the management of the Applicant other than the Partners? If so, state their full names:	
	Has the Applicant previously been known by any other name, and if so, what:	

All individuals named above need to complete Annex A. Now go to question 6

Q5	Will the business for which a licence is sought be managed by or carried on for the benefit of a person other than those already mentioned in answer to Q2 to Q4 above. This includes third parties such as funders and suppliers where the arrangements are not on normal arms-length commercial terms or any persons who may share in the profits:	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Has the Applicant previously been known by any other name, and if so, what?	
	If the answer is yes, state their name(s). If a body corporate body, state their place of registration and registered number, and the full name(s) of all Directors and the Company Secretary:	

All individuals named above need to complete Annex A. Now go to question 6

Q6	Has any body corporate or unincorporated named in Q3 to Q5 above:		
	• Ever been convicted of a criminal offence, issued with a caution, or bound over to be of good behaviour?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	• Ever had a grant or renewal application for a sex shop, sex cinema or sexual entertainment venue licence refused or such licence revoked?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	• Ever been the subject of insolvency proceedings?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	• If Yes, please provide full details including dates (this can be done on a separate piece of paper):		

Note: Question 6 does not apply to individuals as they are required to answer similar questions in Annex A.

Q7	Does the Applicant have a trading name different from that given in answer 2, 3 or 4 above? If so, state the trading name:	
-----------	--	--

Q8	Does the Applicant operate any other sex shop, sex cinema or sexual entertainment venue in the borough, whether licensed or not?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, state the name, address and type(s) of sex establishment (e.g. sex shop, sex cinema, sexual entertainment venue):		

Notes to Applicant:

Each of the individuals named in Questions 2, 3, 4 and 5 must complete a copy of the form attached at Annex A to this application.

These form part of the application and must be submitted with this application. If not, the application will not be regarded as complete and will not be processed. It will be rejected if not made complete within seven working days of receipt.

B. THE PREMISES, VEHICLE, VESSEL OR STALL

Q9	Is this application in respect of:	Premises <input type="checkbox"/>	Go to Question 11
		Vehicle <input type="checkbox"/>	
		Vessel <input type="checkbox"/>	
		Stall <input type="checkbox"/>	

Q10	Answer only where the application is for a vehicle, vessel or stall:		
	Give a description and state all locations where the vehicle/vessel/stall is proposed to be located during use as a sexual entertainment venue. If moving please describe the route to be taken and any places where it will be stationary:		
Now go to question 12			

Q11	Postal address of premises:			
	Post Town:		Postcode:	
	Telephone Number:		Email Address:	

For Q12 to Q14 reference to premises should be taken to include vehicle, vessel or stall as appropriate.

Q12	Is the whole of the premises to be used as a sexual entertainment venue?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If not, state the use of the remainder of the premises:		
	State the full names of those who are responsible for the management of the remainder of the premises:		

Q13	State the nature of the Applicant's interest in the premises:	a. Owner <input type="checkbox"/>
		b. Lessee <input type="checkbox"/>
		c. Sub-lessee <input type="checkbox"/>
	If the Applicant is a lessee or sub-lessee, state: (i) The name and address of the landlord:	
	(ii) The name and address of the superior landlord (if any):	

Q14	Is customer access to the premises:	
	Directly from the street or a public thoroughfare?	<input type="checkbox"/>
	From other premises?	<input type="checkbox"/>
	Please provide details:	
Is each customer access from the street to be supervised at all times the premises are open to the public?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer is No, give full details of proposed door controls and supervision:		

Q15	Are the premises being used as a sex shop, sex cinema or sexual entertainment venue at the date of this application?		Yes <input type="checkbox"/> No <input type="checkbox"/>
	If the answer is Yes, state the name and address of the body or person now operating the business:	Name:	
		Address:	

C. MANAGEMENT OF THE BUSINESS

Q16	State the identity of the person who will be primarily responsible for the day to day management of the business at the premises:		Name:	
	Will that person be based at the premises and will the management of the business there be his/her sole and exclusive occupation:		Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Which person(s) will be responsible for the day to day management of the business in the absence of the person named above:		Name:	
	Confirm that the relief manager(s) or one of them will be based at the premises full time in the absence of the Manager:		Yes <input type="checkbox"/> No <input type="checkbox"/>	

You should ensure that any person listed in this question is also included in Q2 to Q5 above as appropriate.

Q17	State all times at which the premises will be used as a Sexual Entertainment Venue, in 24:00 clock			
	Day	Start	Finish	Please give further details here:
	Mon			
	Tue			
	Wed			State any seasonal variations:
	Thur			
	Fri			Non-standard timings. Where you intend to use the premises at different times from those listed in the column on the left:
	Sat			
Sun				

Q18	State proposals in respect of: (A plan of the exterior must be submitted):		
	Exterior Signage:	Nature:	
		Size:	
		Images:	
		Copy Supplied:	Yes <input type="checkbox"/>
	Advertising:	Nature:	
		Size:	
		Images:	
		Copy Supplied:	Yes <input type="checkbox"/>
	Window Displays:	Nature:	
		Size:	
		Images:	
Copy Supplied:		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Q19	State any proposals for solicitation or advertisement of business in public areas:		
	Fliers:	Images:	
		Copy Supplied:	Yes <input type="checkbox"/>
	Business Cards:	Images:	
		Copy Supplied:	Yes <input type="checkbox"/>
	Other:	Images:	
Copy Supplied:		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Q20	What means are to be taken to prevent the interior of the premises being visible to passers-by?

Q21	State what age restrictions are to be applied in respect of admissions, and how are these to be enforced: In answering, state what forms of identity will be accepted.

Q22	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.

Q23	State whether the proposal is for full nudity (nudity is defined as Paragraph 2A(14) of Schedule 3: Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Give full details of the nature of the entertainment:	
	Lap Dancing:	
	Pole Dancing:	
	Stage Strip-tease:	
	Other:	
State whether arrangements are proposed for private booths or areas. If so, provide full details (highlighted on accompanying plans), including proposals for supervision of such areas.		

Q24	This question need not be answered in the case of renewals.	
A	Set out the system for training all staff in the Code of Conduct for Dancers, and enforcing compliance. <i>(Note: the Code of Conduct must be attached to this form.)</i>	
B	Set out the system for notifying customers of the Code of Conduct for Customers, and for monitoring and enforcing compliance. <i>(Note: the Rules for Customers must be attached to this form.)</i>	

Q25	Set out any further information which you wish the authority to take into account:

Q26	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:

Q27	Please use the checklist below to ensure you have completed all parts of the application. Tick to confirm you have enclosed all of the required information documents:	
	I have made or enclosed payment of the fee	<input type="checkbox"/>
	I have enclosed plans of the premises (scale 1:100) that detail all the relevant information including the designated performance areas, access and egress, etc	<input type="checkbox"/>
	I have enclosed a site plan detailing the location of the premises (scale 1:1250) in relation to the surrounding area	<input type="checkbox"/>
	I have enclosed drawings of the proposed front elevation as existing and as proposed (scale 1:50)	<input type="checkbox"/>
	I have enclosed a copy of any other licences for the premises	<input type="checkbox"/>
	I have enclosed the Code of Conduct for Dancers	<input type="checkbox"/>
	I have enclosed the Code of Conduct for Customers	<input type="checkbox"/>
	I have enclosed a completed Annex A for all individuals named in questions 2 to 5	<input type="checkbox"/>
	I understand and agree that I must send a copy of my complete application to the Chief Officer of Police no later than seven days after the date of the application	<input type="checkbox"/>
	I understand that I must now advertise my application on or near the Premises for 21 days starting with the date of the application	<input type="checkbox"/>
	I understand that I must advertise the application in a local newspaper within seven days after the date of the application and that a copy of the complete newspaper must be provided to the Licensing Authority in accordance with paragraph 10(8), Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982	<input type="checkbox"/>
	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 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 any licence issued being revoked.	
	I/we agree to notify the Licensing Authority should any of the information given in this application change.	<input type="checkbox"/>

Applicants are information that any person who, in connection with an application for the grant, renewal or transfer of a 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.

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		<input type="checkbox"/>
Name:		
Position in Organisation:		
Date:		
Signature:		

Q28	Contact name (where not previously given) and postal address for correspondence associated with this application:			
	Address:			
	Postal Town:		Post Code:	
	Telephone Number:			
	Mobile Number:			
	Email Address:			

Please return the fully completed form and all attachments to:

**Licensing
Health & Community Care
Guildford Borough Council
Millmead House
Millmead
Guildford
Surrey
GU2 4BB**

Statutory declaration sheet for application for grant of Sexual Entertainment Venue licence

One of these forms must be completed by:

- (i) the applicant;
- (ii) all directors of any company applying for a licence; and
- (iii) any other person who will be responsible for the management of the licensed premises

Further copies of this form can be downloaded from our website at:
www.guildford.gov.uk/???

Q1	Full name:	
	Former Name (if any):	
	Position in relation to Applicant (e.g. Director, Partner, Manager):	
	Date of Birth:	
	Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
	Permanent Residential Address:	
	If the resident at this address for less than 3 years, state previous address:	

Q2	Have you been a resident in the United Kingdom for more than six months prior to the date of the application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If the answer is No, give the date your residency started:		

Q3	Have you ever been disqualified from holding a sex establishment licence (sex shop, sex cinema or sexual entertainment venue) under Schedule 3, Paragraph 17 of the Local Government (Miscellaneous Provisions) Act 1982?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If the answer is Yes, give full details:					

Q4	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 of licence refused, refused on renewal, reviewed or revoked?					
	Sex establishment licence	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Licence for the sale of alcohol	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Licence for the provision of entertainment, whether sexual or otherwise	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Personal licence under the Licensing Act 2003	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	If the answer is Yes, to any of the above, give full details:					

Q5	Have you ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere?					Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If the answer is Yes, give full details:								
	Details of previous convictions and/or cautions:								
	Date of Conviction	Court of Conviction	Nature of Offence			Sentence			

Q6	To your knowledge are you currently the subject of any criminal investigation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If the answer is Yes, give full details:	

Q7	Have you ever had a civil legal action taken against you? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If the answer is Yes, give full details:	

Q8	Have you ever been declared bankrupt or entered into an arrangement with creditors or an individual voluntary arrangement? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If the answer is Yes, give full details:	

Q9	Have you ever been disqualified from acting as a company director? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	If the answer is Yes, give full details:	

Q10	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?

Q11	Is there any information on this Annex 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:

Q12	I declare that I believe the information given above is true and complete in every respect.	
	Name:	
	Position in Organisation:	
	Date:	
	Signature:	

Where the applicant is a body corporate or unincorporated body this application should be signed by a partner, the secretary or a director stating in which capacity it is signed.

Guidance Notes for Applicants

1. Application

All questions must be answered unless otherwise stated. If relevant questions are not answered, the application will be deemed incomplete and returned to the Applicant.

A separate 'Annex A' form must be completed by each of the individuals named in Questions 2, 3, 4 and 6 of the application form. These must be submitted with the application.

The correct fee should be enclosed with the application.

The application must be served on Surrey Police at:

**The Police Licensing Team
Millmead House
Millmead
Guildford
Surrey
GU2 4BB**

No later than seven days after submitting the application to Guildford Borough Council.

2. The Plan

The layout plan must show:

- (a) the layout of the premises including, e.g. stage, bars, cloakroom, WC's, performance areas and dressing rooms
- (b) the extent of the boundary of the premises outlined in red
- (c) the extent of the public areas outlined in blue
- (d) uses of different areas in the premises, e.g. performance areas and reception
- (e) structure or objects (including furniture) which may impact on the ability of individuals to use exits or escape routes without impediment
- (f) location of points of access to and egress from the premises
- (g) any parts used in common with other premises
- (h) position of CCTV cameras
- (i) where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor
- (j) where the premises includes any steps, stairs, elevators or lifts, the location of the same
- (k) the location of any public conveniences, including disabled WC's
- (l) the position of any ramps, lifts or other facilities for the benefit of disabled people
- (m) any level changes at the entrance to or within public parts of the premises which may be inaccessible to disabled people
- (n) the location and type of fire safety and any other safety equipment
- (o) the location of any kitchen on the premises
- (p) the location of emergency exits.

3. Public Notices

A notice must be displayed at, or on, the premises to which the application relates for a period of not less than 21 consecutive days from the day following the day the application was given to the Council. The notice must be able to be conveniently read from the exterior of the premises.

Where the premises cover an area of more than 50 square meters, a further identical notice must be displayed every 50 metres along the external perimeter of the premises abutting the highway.

The full regulations regarding the size, content and font to be used on public notices can be obtained from the Licensing Service.

A notice must also be placed in a local newspaper circulating in the area within seven days of serving the application on the Council.

You must send a copy of the newspaper containing the advertisement as soon as is reasonably practicable to the Licensing Service.

4. Grant of a Licence

The Council may grant to any applicant a licence for the use of a premises as a sexual entertainment venue on such terms and conditions as specified by the Council.

A licence will remain in force for one year, or such shorter period specified in the licence, unless previously cancelled or revoked.

To apply for the grant of a sexual entertainment venue licence an applicant must send to the Council:

- (a) a completed application form, including documents detailed in Question 27
- (b) the fee
- (c) a plan of the premises to which the application relates (to the scale of 1:100) showing all means of ingress and egress to and from the building, layout of the premises
- (d) a site plan detailing the location of their premises in relation to the surrounding area and other premises (to the scale of 1:1250)
- (e) drawings showing the front elevation of the premises as existing and as proposed (to the scale of 1:50).

And must also:

- (f) display a notice at or on the premises (see section 1 above)
- (g) place a public notice in a local newspaper (see section 1 above)
- (h) serve a copy of the application on the Chief Officer of Police.