



APPLICATION FOR _____ OF A SEX ESTABLISHMENT LICENCE

(insert GRANT / RENEWAL / VARIATION / TRANSFER)*

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I / We

(Insert name/s of applicant/s – please read guidance note 1)

apply for the Grant / Renewal / Variation / Transfer* of a Sex Establishment Licence for the premises described in Part 1 below (the premises) in accordance with schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 *(*delete as necessary)*

Part 1 - Premises Details *(Please read guidance note 2)*

Postal address (including trading name, post code and telephone number of premises)

Part 2 - Applicant Details

Please state whether you are applying for a licence as

Please tick yes

- a) an individual or individuals * please complete section (A & C)
- b) a person other than an individual *
- i. as a limited company please complete all sections
- ii. as a partnership please complete all sections
- iii. as an unincorporated association or please complete all sections
- iv. other (for example a statutory please complete all sections
- corporation)

(A) Individual Applicant Details *(Please read guidance note 3)*

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title	
Surname			First names		
Date of birth					
Current postal address including post code					
Telephone number (if any)					
E-mail address (optional)					
Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title	
Surname			First names		
Date of birth					
Current postal address including post code					
Telephone number (if any)					

E-mail address (optional)	
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(Continue on separate page if necessary)

(B) Other Applicants

Please provide name and registered address of applicant in full. Where appropriate please give any registered number.

Name	
Address including post code	
Registered number	
Description of applicant (e.g. partnership, company, etc.)	
Telephone number (if any)	
E-mail address (optional)	

(C) Description of Trading Activity

The premises will trade as:						
a sex cinema <input type="checkbox"/>	a sex shop <input type="checkbox"/>		a sex encounter <input type="checkbox"/> establishment			
The premises will trade on the following days and between the following times:						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From	From	From	From	From	From	From
To	To	To	To	To	To	To

(D) Licensing History

Has any person or the corporate or unincorporated body referred to in this application: -

Been disqualified from holding a licence for a sex establishment?	
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Been refused the grant / renewal / transfer of a licence for a sex establishment?	
Been the holder of a sex establishment licence when that licence has been revoked?	
If 'Yes' to any of the above please provide details:	

Part 3 - Declaration

I/We:

Please tick yes

- Enclose the fee (Please make payable to Rochford District Council)
- Enclose evidence of identity containing a photograph in respect of each individual applicant / partner / director, as applicable
- Enclose either a criminal conviction certificate or criminal record certificate or the results of a subject access search of the police national computer by the National Identification Service
- Understand that if the above requirements have not been complied with my application will be rejected
- Understand that the information given may be used in conjunction with other authorities for the prevention and detection of fraud, and will be held on computer, subject to the Data Protection Act 1998.
- Confirm that the information supplied in this application is true to the best of my / our knowledge and belief.

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

(C) Signatures *(Please read guidance note 4)*

Signature of applicant/s or applicant/s' solicitor or other duly authorised agent. If signing on behalf of the applicant please state in what capacity.

Signature/s	
Date	
Capacity	

(D) Contact Details *(Please read guidance note 5)*

Contact name	
Contact postal address including post code	
Telephone number (if any)	
E-mail address (optional)	

Notes for Guidance

- 1) Insert the name/s of individual applicant/s or partners or the trading name under which the business operates.
- 2) Include the postal address, including name by which the premises that is to be used as a sex establishment is to be known.
- 3) The full name, date of birth and home address of each individual applicant/partner/director must be supplied together with photographic evidence of identity, e.g. a certified copy of passport or driving licence, and either a criminal conviction certificate (issued under section 112 Police Act 1997), a criminal record certificate (issued under section 113A Police Act 1997) or the results of a subject access search under the Data Protection Act 1998 (b) of the Police National Computer by the National Identification Service.
- 4) The application form must be signed. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so. Where there is more than one applicant, all applicants or their respective agents must sign the application form.
- 5) This is the address that we shall use to correspond with you about this application.
- 6) A plan of the premises must be submitted with the application, drawn to a scale of 1:100 showing all external and internal doors and windows and the position of counters, display stands, booths, video / tv / film screens, exhibition areas, dance / performance / stage areas fixed seating and tables, bars / counters from which refreshments are available.
- 7) Copies of the application together with a plan of the premises must be submitted to: -
- 8) Licensing Section, Rochford District Council, South Street, Rochford, SS4 1BW
- 9) Chief Officer of Police, Police Station, South Street, Rochford, SS4 1BL
- 10) A notice containing details of the application must be advertised on the premises to which the application relates for a continuous period of not less than 21 days from the day following the day on which it was given to the licensing authority, in a position from which it can be conveniently read by members of the public.
- 11) A notice containing details of the application must be published in a newspaper circulating in the local vicinity of the premises within 7 days of the application be given to the licensing authority.
- 12) Fees can be obtained via the council's website or by contacting the Licensing Unit, Rochford District Council

**NOTICE OF APPLICATION FOR GRANT / RENEWAL/ VARIATION /
TRANSFER
OF A SEX ESTABLISHMENT LICENCE**

Local Government (Miscellaneous Provisions) Act 1982

Schedule 3

Name/s of Applicant/s	
Postal address of premises including name of the premises and post code (where possible) or a description to enable the location to be identified.	
Summary of application (hours of trading, type of licence, etc): 	
<p>NOTICE IS HEREBY GIVEN that an application has been made to Rochford District Council for a licence to use the above premises as a sex establishment.</p> <p>Copies of schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 (which defines the type of activity that may be carried on under a licence) and of the application may be inspected at the offices of Rochford District Council, 3 – 19 South Street, Rochford, Essex, SS4 1BW between 9.00 am and 4.00 pm (Monday to Friday except public holidays).</p> <p>Any objections in respect of the above application must be made in writing to the council at the above address by</p> <p>_____</p> <p>It is an offence knowingly or recklessly to make a false statement in connection with an application punishable on summary conviction by a maximum fine of £5,000.</p>	

Notes:

This Notice may be used to display the application on the premises or for publication in a local newspaper.

The date to be inserted in the notice by which objections must be made will be that of the 28th day following the day on which the application is given to the council.

Newspaper Notice

It must be published in a local newspaper circulating in the vicinity of the premises.

If there is no local newspaper, the Notice may be published in a circular or similar document circulating **IN THE VICINITY OF THE PREMISES**.

The Notice must be published on **AT LEAST ONE OCCASION** during the period of **SEVEN DAYS** starting on the day after the day on which the application was given to the council.

It is for the applicant to decide in which local newspaper to publish this Notice, but the council considers publication in the Evening Echo and or the Southend Standard satisfies the requirements of the regulations.

Premises Notice

This Notice must be of a size **EQUAL TO OR LARGER THAN** A4 paper and must be on **PALE BLUE** coloured paper. It must be **PRINTED IN BLACK INK** or **TYPED IN BLACK** in a **FONT SIZE EQUAL TO OR LARGER THAN 16**.

It must be displayed prominently on or near the premises to which the application relates where it can be conveniently read from the exterior of the premises.

In the case of premises covering an area of more than **50 METRES SQUARE**, a further Notice in the same form must be displayed **EVERY 50 METRES** along the exterior of the premises abutting any highway.

The Notice must be displayed for a period of **NO LESS THAN 21 CONSECUTIVE DAYS** starting on the day after the day on which the application was given to the council.