

# BRACKNELL FOREST BOROUGH COUNCIL



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

Please refer to the Guidance at the back when completing this form.

Where indicated \*, please delete as applicable.

If there is insufficient space in any part of the form, then please use a separate sheet and indicate you have done so.

If you have any queries or difficulties concerning your application, please contact the Council at the address shown at the end of the form.

**This is an application under the  
Local Government (Miscellaneous Provisions) Act 1982  
Part II, Schedule 3, Paragraph 8**

- 1 Names in full (BLOCK CAPITALS) of individual(s), limited liability companies and/or corporate bodies applying for the Licence and full postal addresses including telephone number. This/these name(s) will appear as the licensee(s). One of the applicants should be the resident manager of the premises.**

**FIRST APPLICANT**

**a) Name**

**Address**

**Date of birth**

**Place of birth**

**Telephone number**

**SECOND APPLICANT**

**b) Name**

**Address**

**Date of birth**

**Place of birth**

**Telephone number**

**If more than two people are applying, please provide details on a separate sheet.**

**2 Name, full postal address and telephone number of premises for which a licence is sought:**

**a) Name**

**Address**

**Tel No**

**3 Have you or do you intend to alter the premises in any way? YES / NO \***

**If "Yes" please give details and enclose a copy of the plan showing all fire precautions.**

**NB – all new applicants to enclose 1:100 scale plan.**

**4 Are the premises to be used under the terms of the licence on a Sunday? YES / NO \***

**5 Please provide the following particulars of any convictions against any of the applicants in the past THREE years:**

**Name**

**Date**

**Court**

**Offence**

**Sentence**

**ALL TO BE DISCLOSED**

**6 Please describe here (or on a separate sheet if necessary) details of the management arrangements to ensure adequate control of matters relative to the licence on a day-to-day basis.**

## FEES

Applications are made under the relevant legislation and it is a condition of the licence to abide by that legislation.

A licence may be granted to an individual over the age of 18 years.

### Fees 2007/2008

Type	£
Sex Establishment Licence	£1,029

## PAYMENT INFORMATION

Payment for any of the above licences, registrations or consents can be made in the following ways:

- By cash or cheque (made payable to Bracknell Forest Borough Council) at Time Square
- By credit/debit card at Time Square or over the phone on 01344 352000
- Online at [www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk)

### Have you enclosed the following:

A receipt showing payment of the fee (non-refundable) or cheque made payable to Bracknell Forest Borough Council. A receipt will be received automatically if payment is made online.	YES / NO *
Copy of application served on Thames Valley Police See paragraph 9 of Guidance.	YES / NO *
Scaled 1:100 plan See paragraph 13 of Guidance.	YES / NO *
The application has been advertised in newspaper. See paragraph 14 of Guidance.	YES / NO *
A copy of the notice is displayed at the premises.	YES / NO *

The completed forms, fees and any enclosures should be handed into Reception at the Environment, Culture and Communities Department, Time Square, Market Street, Bracknell, RG12 1JD.

An applicant commits an offence if they knowingly or recklessly make a false statement or omit any relevant information, and any licence may be revoked.

Information provided on application forms will only be disclosed to other agencies, where there is a legal requirement to do so, for the investigation of an offence.

**PLEASE NOTE: This application form is open to inspection by the public.**

**DECLARATION:**

I hereby certify that all statements in this application are correct and true to the best of my knowledge. I have read the guidance supplied, enclosed any required documentation and fees, and agree to abide by the conditions placed on the licence should it be granted.

**EACH APPLICANT MUST SIGN:**

**FIRST APPLICANT**

Signed

Date

On behalf of

Position in  
company

Telephone number

**SECOND APPLICANT**

Signed

Date

On behalf of

Position in  
company

Telephone number

**CONTACT:**

Licensing Officer  
Environment, Culture & Communities Department  
Bracknell Forest Borough Council  
Time Square  
Market Street  
Bracknell  
RG12 1JD

## GUIDANCE ON SEX ESTABLISHMENT LICENCE APPLICATIONS

### GRANT, RENEWAL AND TRANSFER OF LICENCES FOR SEX ESTABLISHMENTS

#### WHAT TO DO

1. An applicant for the grant, renewal or transfer of a licence shall give public notice of the applicant.
2. Unless otherwise agreed, applications must be received not less than 28 days prior to the business opening.
3. The Council will normally require that new applications or applications for substantive permanent changes (eg: increased hours) to be advertised in a local newspaper in an agreed form.
4. Applicants will be required to advertise for one consecutive week in local newspapers of the intention to open such an establishment.
5. The publication shall not be later than 7 days after the date of the application.
6. Where the application is in respect of premises, notice of it shall in addition be displayed for 21 days beginning with the date of the application on or near the premises and in a place where the notice can conveniently be read by the public in the prescribed form.
7. Every such notice which relates to a vehicle, vessel or stall shall specify where it is to be used as a sex establishment.
8. The Council will normally expect that the Licence holder is resident locally in the Borough of Bracknell Forest and in direct control of the licensed premises. Applications from 'remote' owners or managers will normally be expected to be made in joint names with the local resident manager.
9. An applicant for the grant, renewal or transfer of a licence shall, not later than 7 days after the date of the application, send a copy of the application to the chief officer of police.

Licensing Officer  
Thames Valley Police  
Police Station  
Broadway  
Bracknell  
RG12 1AD

10. In determining the application the Council will consult with the Police and take due account of their comments embodying them as conditions to the licensee if appropriate.
11. The views of the Ward Members will be sought and regard will be given to any relevant past experience relative to either the applicant or the premises.
12. Applications from unsuitable applicants, or in respect of premises that are deemed unsuitable either by virtue of their construction, lack of facilities or location will be refused. Applicants will be advised of the grounds for the refusal and there is a right of appeal.
13. In the case of a new application, a **scale 1:100 plan** of the proposed licensed premises/area showing all fire precautions **MUST** accompany this application. In the case of a Renewal, you need only enclose this if there have been, or are proposed to be, any changes since the previous application.
14. In the case of a new application, you will be required to advertise, for a period of one week in a local newspaper, your intention to apply for a licence (advice on the suitable wording for the advert is available from the Council at the address shown at the end).