



Licensing Section
Civic Centre
Duke Street
CHELMSFORD, Essex
CM1 1JE

01245 606727
licensing@chelmsford.gov.uk

**Application for the grant, renewal or transfer of sex establishment
licence pursuant to Schedule 3, Local Government
(Miscellaneous Provisions) Act 1982.**

IMPORTANT NOTES

- (1) All questions must be answered, save where otherwise stated. If a question is not applicable, please state "Not applicable" (or N/A). If relevant questions are not answered, the application will be deemed incomplete and returned to the Applicant.
- (2) **Any person who, in connection with an application for a grant, renewal or transfer of a sex establishment 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.**
- (3) Please send the completed application to The Licensing Section, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, Essex CM1 1JE.
- (4) 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.

A. The Applicant:

Question 1:

Is the applicant:

- a) An individual?
- b) A company or other corporate body?
- c) A partnership of other unincorporated body?

If the applicant is an individual, answer question 2.

If the applicant is a company or other corporate body, answer questions 3 and 4.

If the applicant is a partnership or other unincorporated body, answer question 5.

Question 2:

Answer only when the applicant is an individual:

1) What is the full name of the applicant?

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2) Has the applicant ever been known by a different name? If so, state the applicant's former name.

Go to question 5.

Question 3:

Answer only where the applicant is a company or other corporate body.

1) What is the name of the applicant?

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2) Where is the applicant registered?

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3) What is the registered number of the applicant?

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4) Has the applicant previously been known by any other name, and if so what name?

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5) Has the applicant:

- Ever been convicted of a criminal offence? Yes No
- Ever had a grant or renewal of a sex establishment licence refused, or a sex establishment licence revoked? Yes No
- Ever been served with a winding up petition? Yes No

If the answer to any of these questions is 'Yes', provide full details:
(continue on a separate sheet if necessary)

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- 6) What are the names of the applicant's Directors and Company Secretary?
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- 7) Are there persons responsible for the management of the applicant other than the Directors and the Company Secretary? If so, state their names.
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- 8) State the names of all persons with a shareholding greater than 10% in the applicant.
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- 9) Is the applicant a wholly owned subsidiary of another company or body corporate? If so, state the name, place of registration and identity of its Directors and Company Secretary.
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Go to Question 5.

Question 4:

Answer only where the applicant is a partnership or other unincorporated body:

- 1) What is the name of the applicant?
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- 2) What are the names of the applicant's partners?
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- 3) Are there persons responsible for the management of the applicant other than the partners? If so, state their names.
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- 4) Has the applicant ever had an application for the grant or renewal of a sex establishment licence refused by this Authority or any other Authority, or had any sex establishment licence revoked?

Yes No

If the answer is 'Yes', provide full details.

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Go to Question 5.

Question 5:

- 1) Does the applicant have a trading name different from that given in answer to questions 2, 3 or 4 above? If so, state the trading name.

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Question 6:

- 1) What is the applicant's trading address?

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Question 7:

- 1) Will the business for which a licence is sought be carried on for the benefit of a person other than the applicant?

Yes No

If the answer is 'Yes', state the name of such person(s). If such person(s) are a company or other corporate body, state their place of registration and registered number, and the identity of all Directors, the Company Secretary, and those with a greater than 10% shareholding.

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Question 8:

- 1) Does the applicant operate any other sex establishments, whether licensed or not? If so, state the name, address and type of sex establishment (eg sex cinema, sex shop, sexual entertainment venue) of each.

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Question 9:

- 1) For each of the individuals names in the answers to questions 2,3,4,7 and 8, please confirm that the form at Annex A to this application has been completed and submitted as part of this application.

Yes No

B. The premises, vehicle, vessel or stall.

Question 10:

1) Is this application in respect of:

- a) Premises
- b) Vehicle
- c) Vessel
- d) Stall

Question 11:

Answer only where the application is for a vehicle, vessel or stall.

1) Where is it proposed to use the vehicle, vessel or stall?

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Question 12:

Answer only where the application is for a premises.

1) What is the full address of the premises for which a licence is sought?

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Question 13:

1) Is the whole of the premises to be used as a sex establishment? Yes No

- a) If not, state the use of the remainder of the premises.
- b) State the names of those who are responsible for managing the remainder of the premises.

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Question 14:

1) State the nature of the applicant's interest in the premises, vehicle vessel or stall, e.g. owner, lessee, sub-lessee.

- a) 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);

- iii) the amount of the annual rental;
- iv) the length of the unexpired term;
- v) the length of notice required to terminate the tenancy.

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Question 15:

- 1) State the current use of the premises.

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- 2) Is there planning permission for the use of the premises, vehicle, vessel or stall as a sex establishment?

Yes No

If so, state the date of the planning permission.

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If not, state whether and why the use as a sex establishment is lawful, e.g. because there is a certificate of lawful use, giving full details.

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Question 16:

- 1) Are the premises, vehicle, vessel or stall licensed under any other Act, e.g. the Licensing Act 2003?

Yes No

If so, provide full details including the name of any Designated Premises Supervisor.

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- 2) Does the applicant intend to obtain a licence under any other Act, or to apply to vary any existing licence under any other Act?

Yes No

3) Does the applicant intend to operate the sex establishment in conjunction with any other licence? If so, provide full details.

Yes No

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Question 17:

1) Is each customer access to the premises, vehicle, vessel or stall:

- Directly from the street or a public thoroughfare?
- From any other premises?

If from other premises, please provide full details.

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2) Is each customer access from the street to be supervised at all times the premises are open to the public?

Yes No

If the answer is 'No', give full details of proposed door control and supervision.

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3) State whether all door supervisors are to be licensed with the Security Industry Authority.

Yes No

Question 18:

1) Are the premises, vehicle, vessel or stall so constructed or adapted and laid out as to permit access to, from and within the premises (including WC facilities) for members of the public who are disabled?

Yes No

If the answer is 'No', state the applicant's proposals for affording such access.

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Question 19:

- 1) Are the premises, vehicle, vessel or stall being used as a sex establishment at the date of this application? Yes No

If 'Yes', state the name and address of the person or body now operating the business.

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C. The Business.

Question 20:

- 1) Under what name will the business be known?

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Question 21:

- 1) Is the application in respect of:
- a) A sex shop?
 - b) A sex cinema?
 - c) A sexual entertainment venue?

Question 22:

- 1) Has the applicant entered into any agreement (whether written or oral) in connection with the business, other than a tenancy agreement or lease, for example, a management agreement, partnership agreement or profit share arrangement? Yes No

If so, provide full details together with a copy of any such agreement.

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Question 23:

- 1) Give the name and address of any lenders, mortgagees or other providing finance, together with the full terms of such agreements.

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Question 24:

- 1) Is the business required to purchase merchandise from a particular person or body?

Yes No

If so, provide full details.

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D. Management of the business.

Question 25:

- 1) State the identity of the person who will be responsible for the day to day management of the business at the premises, vehicle, vessel or stall ('the Manager').

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- 2) Confirm that the Manager will be based at the premises, vehicle, vessel or stall and that the management of the business there will be his/her sole and exclusive occupation.

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- 3) Which person(s) will be responsible for the day to day management of the business in the absence of the Manager ('the Relief Manager(s)').

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- 4) Confirm that the Relief Manager(s) or one of them will be based at the premises full-time in the absence of the Manager.

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5) For each of the Manager and Relief Manager(s), confirm that the form at Annex A to this application has been completed and submitted as part of this application.

Yes No

Question 26:

This question need not be answered in the case of renewals.

1) Give details of the times during which it is proposed to open the business.

Days of the week:

Hours of the day:

Question 27:

1) State proposals in respect of exterior signage and advertising, including the nature, content and size of any signage, and any images to be used.

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Please note that a plan of the exterior showing such signage and advertising is required to be submitted with this application.

Question 28:

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

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2) What if any window displays are to be exhibited? Please indicate the size and nature of any intended display.

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Question 29:

- 1) State any proposals for solicitation of business in public areas, e.g. through fliers, business cards, billboard advertising, personal solicitation or advertising on motor vehicles.

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Question 30:

- 1) State what age restrictions are to be applied in respect of admissions, and how these are to be enforced.

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- 2) In answering, state what forms of identity will be accepted and whether it is proposed to use electronic identification systems. For sex shops, provide details of arrangements for preventing proxy sales.

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Question 31:

- 1) State the arrangements for CCTV and the retention of recordings.

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- 2) 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.

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Question 32:

Answer only where the application is for a sexual entertainment venue.

- 1) State whether the proposal is for full nudity. Yes No
- 2) Give full details of the nature of the entertainment, e.g. lap-dancing, pole-dancing, stage strip-tease.

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3) State what, if any, separation between performers and audience is proposed, e.g. performers on stage, 1 metre, no contact or full contact.

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4) State whether arrangements are proposed for private booths or areas. If so, provide full details, including proposals for supervision of such areas.

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Question 33:

This question need not be answered in the case of renewals.

1) State proposals for preventing nuisance to residents and businesses in vicinity.

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2) State proposals for promoting public safety.

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3) State proposals for preventing crime or disorder.

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4) State proposals for protecting children from harm.

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5) Set out the applicant's system for checking the age and the right to work in the UK for all employees.

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- 6) For sexual entertainment venues, set out the system for training all staff in the Code of Practice for performers and for monitoring and enforcing compliance.

Note, the Code of practice must be attached to this form.

- 7) For sexual entertainment venues, set out the system for notifying customers of the Rules for Customers, and for monitoring and enforcing compliance.

Note, the Rules for Customers must be attached to this form.

- 8) For sexual entertainment venues, set out the system for monitoring compliance with the venue's Policy for Welfare of Performers.

Note, the Policy for Welfare of Performers must be attached to this form.

Question 34:

- 1) Set out any further information which you wish the Authority to take into account.

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- 2) Include here any proposed conditions (you may attach a schedule of such conditions) or any reason relied upon to provide an exception to the Authority's Sex Establishment Licensing Policy.

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Question 35:

- 1) 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 so be seen.

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E. Applicant contact details.

Please give the contact details which you would like used for the purposes of this application.

Name:

Organisation:

Address:

Telephone number:

Mobile number:

Fax number:

Email address:

F. Signature and declaration.

The following declaration must be signed in all cases:

- a) If the applicant is an individual, by that individual;
- b) If the applicant is a partnership, by all individuals who are partners;
- c) If the applicant is company, by a director or the company secretary;
- d) In any other case, by a duly authorised officer of the applicant.

Should any 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/ certify to the best of my/our knowledge and belief that the information given in this application is complete and correct in every respect.

I/we agree to notify the Commission should any of the information given in this application change.

Name:

Position in Organisation:

Date:

Signature:

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ANNEX A

Information on individuals:

1. Name:
2. Former name (if any):
3. Position in relation to applicant (e.g. Director, Partner, Manager):
4. Date of birth:
5. Gender: Male / Female
6. Permanent residential address:
7. If resident at this address for less than 3 years, state previous address:
8. Have you been resident in the United Kingdom for more than six months prior to the date of the application?
Yes No
9. Have you ever been disqualified from holding a sex establishment licence under Schedule 3 paragraph 17 of the Local Government (Miscellaneous Provisions) Act 1982?
Yes No

If so, give full details:

10. Have you ever been involved in the management of a business, whether as a proprietor, director, company secretary, partner, manager, supervisor or otherwise which has had any of the following types of licence refused, reviewed or revoked?

- Sex establishment licence: Yes No
- Licence for the sale or supply of alcohol: Yes No
- Licence for the provision of entertainment, whether sexual or otherwise: Yes No
- Personal licence under the Licensing Act 2003: Yes No

If so, provide full details:

11. Have you ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere?

Yes No

If so, provide details of the date, convicting Court, offence and penalty imposed:

12. To your knowledge are you currently the subject of any criminal investigation?

Yes No

If so, provide full details:

13. Have you ever had any civil legal action taken against you?

Yes No

If so, provide full details:

14. Have you ever been declared bankrupt or entered into an arrangement with creditors or an Individual Voluntary Arrangement?

Yes No

If so, provide full details:

15. Have you ever been disqualified from acting as a company director?
Yes No

If so, provide full details:

16. 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?

Yes No

If so, provide full details:

17. Is there information in this Annex which you do not wish to be seen by members of the public?

Yes No

If so, state which information and the reasons why you do not wish it to be seen:

I DECLARE THAT THE INFORMATION ON THIS FORM IS TRUE AND COMPLETE.

Signed:

Dated:

Chelmsford City Council is a Data Controller for the purposes of data protection legislation. All personal information is held and processed in accordance with this. Please refer to our Privacy Notices published on our website at <https://www.chelmsford.gov.uk/your-council/our-website/privacy-policy/> for details. Please contact us if you need the privacy notice in an alternative format.



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ANNEX B

Documents supplied with this application:

1. A site scale plan (1:1250). Yes No
2. Drawing showing the front elevation as existing: Yes No
3. Drawings showing the front elevation as proposed,
including proposed signage, advertising and window
display: Yes No
4. Scale layout plan of premises: Yes No
**Note – the requirements of the layout plan
are set out below.**
5. Planning permission: Yes No
6. Certificate of lawful use or development: Yes No
7. If the applicant is a company, copies of the Memorandum
and Articles of Association of the Company: Yes No
8. If the applicant is a partnership, a certified copy of the
Partnership Deed: Yes No
9. A copy of any of other licenses for the premises, vehicle,
vessel or stall: Yes No
10. Code of Practice for Performers: Yes No
11. Rules for Customers: Yes No
12. Policy for Welfare of Performers: Yes No

Requirements for layout plan:

The layout plan must show:

- 1) The layout of the premises including, e.g., stage, bars, cloakroom, WCs, performance area, dressing rooms.
- 2) The extent of the boundary of the premises outlined in red.
- 3) The extent of the public areas outlined in blue.
- 4) Uses of the different areas in the premises, e.g. performance areas, reception.
- 5) Structures or objects (including furniture) which may impact on the ability of individuals to use exits or escape routes without impediment.
- 6) location of points of access to and egress from the premises.
- 7) Any parts used in common with other premises.
- 8) Position and coverage arcs of CCTV cameras.
- 9) Where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor.
- 10) Where the premises includes any steps, stairs, elevators or lifts, the location of the same.
- 11) The location of any public conveniences, including disabled WCs.
- 12) The position of any ramps, lifts or other facilities for the benefit of disabled people.
- 13) Any level changes at the entrance to or within public parts of the premises which may be inaccessible to disabled people.
- 14) The location and type of any fire safety and any other safety equipment.
- 15) The location of any kitchen on the premises.
- 16) The location of emergency exits.

Documents evidencing public notice and service:

1. Complete copy of newspaper circulating in the area of the authority, containing an advertisement of this application. Yes No
2. Copy of notice of application displayed on or near the premises. Yes No
3. Copy of affidavit or statutory declaration that notice has been displayed as required by Schedule 3 paragraph 10(10) Local Government (Miscellaneous Provisions) Act 1982. Yes No
4. Evidence of service of this application form and all enclosures upon the Chief Officer of Police at Essex Police Licensing Hub, Braintree Police Station, Blythe's Meadow, Braintree, Essex, CM7 3DJ within 7 days after the date of this application. Yes No

Note, when the application is made electronically, including all enclosures, the licensing authority will serve the Chief Officer of Police.