

**Application for \* \_\_\_\_\_ OF A SEX ESTABLISHMENT LICENCE**  
**(\* insert either GRANT / RENEWAL / TRANSFER / VARIATION)**

Before completing this form please read the guidance notes at the end of the form; please also refer to the Sex Establishments Guidance Notes which can be viewed via the Council's website: [www.warrington.gov.uk](http://www.warrington.gov.uk). Use additional sheets if necessary.

**I / We**

*(Insert name/s of applicant/s – please read Guidance Note 1)*

**apply for the Grant / Renewal / Transfer / Variation\* 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 and please read Guidance Note 2)**

**Part 1 - Premises Details**

*(Please read Guidance Note 3)*

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

If this application relates to a vehicle/vessel/stall give description and state where it is to be used as a sex establishment

If renewal, transfer or variation please state existing Licence Number:

## Part 2 - Applicant Details

Please state whether you are applying for a licence as: *(please tick as appropriate)*

- a) an individual or individuals
- b) a person other than an individual
- i. as a limited company
- ii. as a partnership
- iii. as an unincorporated association or
- iv. other (for example a statutory corporation)

### **(A) Individual Applicant Details** *(Please read Guidance Note 4)*

|   |                                     |                                      |                                    |                    |  |
|---|-------------------------------------|--------------------------------------|------------------------------------|--------------------|--|
| <b>Mr</b> <input type="checkbox"/>                | <b>Mrs</b> <input type="checkbox"/> | <b>Miss</b> <input type="checkbox"/> | <b>Ms</b> <input type="checkbox"/> | <b>Other Title</b> |  |
| <b>Surname</b>                                    |                                     |                                      | <b>First names</b>                 |                    |  |
| <b>Date of birth</b>                              |                                     |                                      |                                    |                    |  |
| <b>Current postal address including post code</b> |                                     |                                      |                                    |                    |  |
| <b>Telephone number and E-mail address</b>        |                                     |                                      |                                    |                    |  |

### **Second Individual Applicant** (if applicable)

|   |                                     |                                      |                                    |                    |  |
|---|-------------------------------------|--------------------------------------|------------------------------------|--------------------|--|
| <b>Mr</b> <input type="checkbox"/>                | <b>Mrs</b> <input type="checkbox"/> | <b>Miss</b> <input type="checkbox"/> | <b>Ms</b> <input type="checkbox"/> | <b>Other Title</b> |  |
| <b>Surname</b>                                    |                                     |                                      | <b>First names</b>                 |                    |  |
| <b>Date of birth</b>                              |                                     |                                      |                                    |                    |  |
| <b>Current postal address including post code</b> |                                     |                                      |                                    |                    |  |
| <b>Telephone number and E-mail address</b>        |                                     |                                      |                                    |                    |  |

**(B) Other Applicants** *(Please read Guidance Note 5)*

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

|   |  |
|---|--|
| <b>Name</b>   |  |
| <b>Address including post code</b>                                |  |
| <b>Registered number</b>  |  |
| <b>Description of applicant (e.g. partnership, company, etc.)</b> |  |
| <b>Telephone number and E-mail address</b>                        |  |

Please provide full names and private addresses of all directors or other persons responsible for management of the establishment

|  |  |
|--|--|
| <b>1. Name</b>                             |  |
| <b>Position in Company</b>                 |  |
| <b>Address including post code</b>         |  |
| <b>Telephone number and E-mail address</b> |  |
| <b>Date of Birth</b>                       |  |
| <b>2. Name</b>                             |  |
| <b>Position in Company</b>                 |  |
| <b>Address including post code</b>         |  |
| <b>Telephone number and E-mail address</b> |  |
| <b>Date of Birth</b>                       |  |

|  |  |
|--|--|
| <b>3. Name</b>                             |  |
| <b>Position in Company</b>                 |  |
| <b>Address including post code</b>         |  |
| <b>Telephone number and E-mail address</b> |  |
| <b>Date of Birth</b>                       |  |

(Continue on separate sheet if necessary)

If the application is made on behalf of a body corporate is that body incorporated in an EEA state    YES     NO

**(C) Convictions** *(Please read Guidance Note 6)*

Have you any convictions recorded against you? Or if a body corporate or unincorporated body, that body or any of its directors or other persons responsible for its management? If so please give details of unspent convictions

| <b>Name</b> | <b>Date of Conviction</b> | <b>Offence &amp; Sentence (including suspended sentences)</b> |
|-------------|---------------------------|---|
|             |                           |   |
|             |                           |   |
|             |                           |   |

(Continue on separate sheet if necessary)

**(D) Licensing History**

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

|   |  |
|---|--|
| <b>Been disqualified from holding a licence for a sex establishment?</b>                  |  |
| <b>Been refused the grant/renewal/transfer of a licence for a sex establishment?</b>      |  |
| <b>Been the holder of a sex establishment licence when that licence has been revoked?</b> |  |
| <b>If "Yes" please provide details</b>  |  |

Has the applicant or any person named in this form not been resident in an EEA state throughout a period of six months immediately preceding the application?      YES       NO

|  |
|--|
| <b>If "Yes" please provide details</b> |
|--|

### Part 3 – Premises Details

#### (E) Description of Trading Activity

|   |                |                                      |                 |               |   |               |
|---|----------------|--------------------------------------|-----------------|---------------|---|---------------|
| <b>The premises will trade as: (*please tick as appropriate)</b>                      |                |                                      |                 |               |   |               |
| a sex cinema* <input type="checkbox"/>  |                | a sex shop* <input type="checkbox"/> |                 |               | a sexual <input type="checkbox"/><br>entertainment venue* |               |
| <b>The premises will trade on the following days and between the following times:</b> |                |                                      |                 |               |   |               |
| <b>Monday</b>   | <b>Tuesday</b> | <b>Wednesday</b>                     | <b>Thursday</b> | <b>Friday</b> | <b>Saturday</b>   | <b>Sunday</b> |
| <b>From</b>   | <b>From</b>    | <b>From</b>                          | <b>From</b>     | <b>From</b>   | <b>From</b>   | <b>From</b>   |
| <b>To</b>   | <b>To</b>      | <b>To</b>                            | <b>To</b>       | <b>To</b>     | <b>To</b>   | <b>To</b>     |
| <b>Non-standard timings or seasonal variations:</b>                                   |                |                                      |                 |               |   |               |
|   |                |                                      |                 |               |   |               |

**Please give full details of the nature of the relevant activity eg sex shop, sex cinema, lap-dancing, pole-dancing, stage strip show (Please read Guidance Note 7)**

**If this application is for a variation to the existing licence, please give details**

**(Continue on separate sheet if necessary)**

**Set out any further information that you wish the authority to take into account. Include here any proposed conditions - you may attach a schedule of such conditions**

## Part 4 – Declaration and Signatures

I/We:

**Please tick yes**

- Enclose the fee (Please make payable to Warrington Borough Council).
- Plan of the premises. *(Please read Guidance Note 8)*
- 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 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. ANYONE FOUND TO BE WITHOLDING OR KNOWINGLY GIVING FALSE INFORMATION IN ORDER TO OBTAIN A LICENCE WILL BE LIABLE TO PROSECUTION AND/OR HAVING ANY LICENCE WITHDRAWN.**

**Signatures** *(Please read Guidance Note 9)*

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

|                  |  |
|------------------|--|
| <b>Signature</b> |  |
| <b>Date</b>      |  |
| <b>Capacity</b>  |  |

For joint applications signature of 2<sup>nd</sup> applicant (or 2<sup>nd</sup> applicant’s solicitor or other authorised agent). If signing on behalf of the applicant please state in what capacity.

|                  |  |
|------------------|--|
| <b>Signature</b> |  |
| <b>Date</b>      |  |
| <b>Capacity</b>  |  |



**Contact Details** *(Please read Guidance Note 10)*

|   |  |
|---|--|
| <b>Contact name</b>                               |  |
| <b>Contact postal address including post code</b> |  |
| <b>Telephone number (if any)</b>                  |  |
| <b>E-mail address (optional)</b>                  |  |

## Notes for Guidance

1. Insert the name/s of individual applicant/s or partners or the trading name under which the business operates.
2. The application form can be used for the initial Grant of a Licence. It can also be used for:

Renewal – the holder of a Sex Establishment Licence may apply for renewal of the licence. Please submit the renewal application together with the fee 2 months before the current licence expires, in order to allow adequate time for the renewal process. The procedure for applying for the renewal of a licence is the same as that for applying for an initial grant, except that a plan of the premises is not required.

Transfer - the holder of a Sex Establishment Licence may apply for the transfer of the licence at any time. The process of applying for the transfer of a licence is the same as that for applying for an initial grant, except that a plan of the premises is not required.

Variation - the holder of a Sex Establishment Licence may apply for a variation of the licence at any time. The process of applying for a variation is similar to that of applying for an initial grant except that you must state on the application form the details of the variation and a plan of the premises is not required unless the application involves structural alterations to the premises.

3. Include the postal address, including name by which the premises that is to be used as a sex establishment is to be known.
4. The full name, date of birth and home address of each applicant must be supplied.
5. An application by a Body Corporate or Unincorporated Body shall state the full name of the body and the address of its registered or principal office. Also state full details of all directors and others responsible for the management of the establishment.
6. To be completed by all applicants - please give details of unspent convictions (*please see "Annexe 1" for details*).
7. Please give details of activities, type of business, types of articles to be sold/hired, etc.
8. A plan of the premises must be submitted with the application. Unless agreed with the Licensing Authority, the plan should be drawn to a scale of

- 1:100. It should show all external and internal doors and windows; the position of counters, display stands, booths; video / tv / film screens; exhibition areas; dance / performance / stage areas; fixed seating and tables; and bars / counters from which refreshments are available. It should also show the location of fire safety equipment.
9. The application form must be signed by the applicant, or in the case of a company, by a director or other duly authorised agent of the company. 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, both applicants or their respective agents must sign the application form.
  10. This is the address that we shall use to correspond with you regarding this application.
  11. The application together with a plan of the premises must be submitted to:  
Licensing Section, Development & Public Protection Services, Warrington Borough Council, New Town House, Buttermarket Street, Warrington WA1 2NH
  12. No later than 7 days after the date the application was received by the Licensing Authority, a copy of the completed application must be forwarded to: Force Licensing Department, Cheshire Constabulary Headquarters, Clemonds Hey, Oakmere Road, Winsford, CW7 2UA.
  13. A Notice containing details of the application must be published in the Warrington (or Midweek) Guardian no later than 7 days after the date the application was received by the Licensing Authority. *(There are examples of Notices attached to this application form – for applications for Grant, Renewal or Transfer, see example Notice “Annexe 2”. For an application for a Variation, see example Notice “Annexe 3”).*

Where the application is in respect of premises, a Notice containing details of the application must be displayed on or near the premises to which the application relates, for a continuous period of not less than 21 days beginning with the date the application was received by the Licensing Authority, in a position from which it can be conveniently read by members of the public. *(Example Notice “Annexe 2” or “Annexe 3” as appropriate can be used).*

All notices should identify the premises or, if the application relates to a vehicle, vessel or stall, specify where it will be used as a sex establishment.

14. Information regarding Fees can be obtained via the Council's website: [www.warrington.gov.uk](http://www.warrington.gov.uk) or by contacting the Licensing Section by e-mail: [cexlicensing@warrington.gov.uk](mailto:cexlicensing@warrington.gov.uk) or telephone: 01925 44 2119/2072.

15. Whilst your application must be dealt with without undue delay, please note that it cannot be considered until after 28 days have elapsed from the day the application was received, for the purpose of the receipt of objections. ***(Note: Day 1 of the 28 day objection period is the day that the Licensing Authority receives the application).***

## ANNEXE 1

### NOTES ON THE REHABILITATION OF OFFENDERS ACT 1974

This Act provides that after a certain lapse of time convictions for criminal offences are to be regarded as 'spent'.

An applicant for a licence need not disclose spent convictions and the Licensing Authority may not take them into account when deciding upon an applicant.

Sentences of imprisonment exceeding 30 months duration can never be treated as spent and must be disclosed however long ago they were imposed. Certain of the periods of time which must elapse in other cases before the conviction becomes spent are set out below.

| <b>Sentence</b>   | <b>Over 18 when convicted</b> | <b>Under 18 when convicted</b> |
|---|-------------------------------|--------------------------------|
| Prison sentence (including suspended sentences)<br><b>6 months to 2.5 years</b>   | 10 yrs                        | 5 yrs                          |
| Prison sentence (including suspended sentences)<br><b>6 months or less</b>  | 7 yrs                         | 3.5 yrs                        |
| Fines, probation, compensation, community service, reparation orders, curfew orders   | 5yrs                          | 2.5 yrs                        |
| Absolute discharge  | 6 mths                        | 6mths                          |
| <b>Please note:</b> Custodial sentences of more than two and a half years never become spent.<br><br>A custodial sentence, also known as a sentence of imprisonment, or detention, is where the offender is detained in custody for a period of time. | Never                         | Never                          |

**ANNEXE 2**

**APPLICATION FOR LICENCE FOR A SEX ESTABLISHMENT**  
**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982**  
**PART II, SCHEDULE 3**

**Notice is hereby given** that I / We (full names):

applied on *(please insert date of receipt of application by Licensing Authority)*:

to **Warrington Borough Council** in respect of the premises known as:

Name:

Address (including postcode):

**under the provisions of the Local Government (Miscellaneous Provisions) Act 1982, Part II, Schedule 3, for the Grant / Renewal / Transfer \* of a Licence to use the premises as a Sex Shop / Sex Cinema / Sexual Entertainment Venue\***

*\*(delete as applicable).*

**Any person objecting to this application should give Notice in writing stating in general terms the grounds of the objection to:**

**Licensing Section, Development & Public Protection Services, Warrington Borough Council, New Town House, Buttermarket Street, Warrington WA1 2NH**

**No later than 28 days after the date of the application, stating the grounds for objection.**

Signed .....

.....

Date .....

**ANNEXE 3**

**APPLICATION FOR LICENCE FOR A SEX ESTABLISHMENT**  
**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982**  
**PART II, SCHEDULE 3**

**Notice is hereby given** that I / We (full names):

applied on *(please insert date of receipt of application by Licensing Authority)*:

to **Warrington Borough Council** in respect of the premises known as:

Name:

Address (including postcode):

**under the provisions of the Local Government (Miscellaneous Provisions) Act 1982, Part II, Schedule 3, for the Variation of a Licence to use the premises as a Sex Shop / Sex Cinema / Sexual Entertainment Venue\*.**  
*\*(delete as applicable).*

**The Variation sought is:**

**Any person objecting to this application should give Notice in writing stating in general terms the grounds of the objection to:**

**Licensing Section, Development & Public Protection Services, Warrington Borough Council, New Town House, Buttermarket Street, Warrington WA1 2NH**

**No later than 28 days after the date of the application, stating the grounds for objection.**

Signed .....

.....

Date .....