

# Application for a Sex Entertainment Venue Licence

Local Government (Miscellaneous Provisions) Act 1982

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**



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)

apply for a Sex Entertainment Venue licence for the premises described in Part 1 .

## Part 1 – Premises Details

Postal address of premises (including premises name) or, if none, ordnance survey map reference or description			
Post town		Post code	

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£

## Part 2 - Applicant Details

Please state whether you are applying for a premises licence as: -  
Please tick yes

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
  - i. as a limited company  please complete section (B)
  - ii. as a partnership  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)
  - iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
<b>Current postal address if different from premises address</b>					
<b>Post Town</b>		<b>Postcode</b>			
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**SECOND INDIVIDUAL APPLICANT** (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
<b>Current postal address if different from premises address</b>					
<b>Post Town</b>		<b>Postcode</b>			
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(B) OTHER APPLICANTS**

**Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.**

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

**State the name the person who will direct activity within the premises:**

Full Name (Block Capitals):
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When do you want the premises licence to start?

Day Month Year

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day Month Year

**Part 2**

Please indicate the days and times that you intend to offer Sex Entertainment

Standard days and timings (please read guidance note 4)			<u>State any seasonal variations</u> (See guidance note 2)
Day	Start		
Mon			<b><u>Non standard timings. Where you intend to use the premises for Sex Entertainment at different times to those listed in the column on the left, please list</u></b> (See guidance note 3)
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			

### **Part 3 - Operating Schedule**

Please give a general description of the premises and its management plan including the following information: -

(i) Management Structure

(ii) Previous experience of operating similar establishments

(iii) Details of welfare provision for performers

(iv) How you intend to address the general licence conditions as detailed in Appendix I

*(Please continue on separate sheet if required)*

**Checklist**

- I have made or enclosed payment of the fee
- I have sent a copy of this application to the Chief of Police
- I understand that I must now advertise my application (see guidance note 9)
- I have enclosed the plan of the premises (see guidance note 10)
- I understand that if I do not comply with the above requirements my application will be rejected

**Part 4 – Signatures** (please read guidance note 5)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (See guidance note 6). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent.** (please read guidance note 7). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

**Contact name (where not previously given) and postal address for correspondence associated with this application** (please read guidance note 8)

<b>Post town</b>		<b>Post code</b>	
<b>Telephone number (if any)</b>			
<b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b>			

## Notes for Guidance

1. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the application.
2. For example (but not exclusively), where the activity will occur on additional days during the summer months.
3. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
4. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
5. The application form must be signed.
6. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
7. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
8. This is the address which we shall use to correspond with you about this application.
9. As part of the application process, applicants are required to display a notice at the proposed site for 21 days from the date the application is lodged with the Council setting out the application details. This notice must be blue in colour and a minimum of A4 in size. The notice must be displayed in a prominent position for the entire 21 days and must be easily readable by passers by.

Applicants are also required to place a public notice in a local newspaper giving details of the application. The newspaper notice should appear in the publication within 7 days of the application being lodged

10. A plan of the premises must accompany this application. The plan must be to a scale of 1:100 (unless otherwise agreed in advance with the licensing authority) and must clearly identify the following: -
  - The location of any private booths
  - Any stage area
  - CCTV camera locations
  - Performer rest areas
  - Seating areas
  - Entrances and Fire Escapes

**The Licensing Section  
Hartlepool Borough Council  
Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY**

## Appendix I

### GENERAL CONDITIONS

- (a) The licence and conditions (or a clear copy) shall be prominently displayed on the premises at all times so as to be readily and easily seen by all persons using the premises, and also the police, the fire authority and authorised officers of the Council.
- (b) A copy of the "House Rules" shall be prominently displayed on the premises.
- (c) A notice shall be displayed at the main entrance(s) warning patrons that the performance includes unclothed male and/or female dancers and that no person under the age of 18 years shall be admitted.
- (d) No other words or signs, photographs, displays or advertisements, shall be displayed on the outside or in the vicinity of the premises (NB this shall not apply to proper press advertisements). The issue of leaflets or flyers is not permitted.
- (e) External doors and windows shall be closed at all times other than for access and egress.
- (f) A CCTV system of a type and specification approved by Cleveland Police shall be operational during all trading hours. Images recorded by the system shall be retained for a minimum of 28 days and shall be made immediately available to police officers or other authorised officers on request.
- (g) The licensee, or a named responsible person, shall be nominated in writing, by the licensee for the purpose of managing the sexual entertainment venue ('the Manager') and shall be present on the premises at all times whilst relevant entertainment is taking place.
- (h) Except with the written consent of the Council, the premises shall not remain open to the public outside the licensed hours.
- (i) All performers, patrons and staff must be over 18 years or over.
- (j) Photography or recording of any kind within the premises (excluding CCTV recording required by condition on licence) shall not be permitted.
- (k) Any activity that by definition requires to be licensed by this licence shall not be visible from outside of the premises.
- (l) Relevant entertainment shall only be provided by the performer. There must be no audience participation.
- (m) Performers shall only perform on the stage area, to seated and segregated customers or in such other areas of the licensed premises as may be agreed with the Licensing Authority.
- (n) Performers may only dance for seated patrons.
- (o) Patrons must remain fully clothed at all times.



- (p) There shall be no physical contact between performers and patrons before, during and after the performance except for the transfer of money or token to the hand of the performer either immediately before or after the performance. Notices to this effect shall be clearly displayed at each booth/table and at each entrance.
- (q) There shall be a minimum distance of one metre between the performer and any patron during any performance.
- (r) Sex toys must not be used and penetration of the genital area or any other orifice by any means shall not be permitted.
- (s) Any performance shall be restricted to dancing and removal of clothing. There must not be any other form of sexual activity.
- (t) At the end of a performance the performer must be provided with access to a changing room without the need to pass unclothed through an audience.