

Sex Establishment Licence

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Section 1 – Guidance Notes

The application has to be advertised in a newspaper circulating locally within 7 days of the date of the application. Proof of this advertisement will be required from you and you must send a copy of the advertisement to the Premises Licensing Unit (available as a separate download).

Recommend text for newspaper advertisement

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

applied on (date):

to **Manchester City Council** in respect of the premises known as:

Name:

Address:

Postcode

under the provisions of the Local Government (Miscellaneous Provisions) Act 1982, Part II, Schedule 3, for a Licence to use the premises as a Sex Shop / Sex Cinema (delete as appropriate)

Any objections to this application must be sent in writing to:

**Licensing Unit
PO Box 271
Manchester
M18 8YU
Telephone No. 0161 234 4512**

not later than 28 days after the date of this application, stating the grounds of objection. The identity of objectors will not be revealed to applicants unless the objectors so agree in writing.

Signature of Applicant:

Address:

There must also be placed on or near the building for the whole of a period of 21 days from the date of the application a notice advertising the application. A check will be made to see that the form is displayed for the whole of the requisite period. After that period has elapsed, you must return the certificate authenticating the display of the notice and the press announcement. (Available as a separate download).

Recommend text for notice

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

applied on (date):

to **Manchester City Council** in respect of the premises known as:

Name:

Address:

Postcode

under the provisions of the Local Government (Miscellaneous Provisions) Act 1982, Part II, Schedule 3, for a Licence to use the premises as a Sex Shop / Sex Cinema (delete as appropriate)

Any objections to this application must be sent in writing to:

**Licensing Unit
PO Box 271
Manchester
M18 8YU
Telephone No. 0161 234 4512**

not later than 28 days after the date of this application, stating the grounds of objection. The identity of objectors will not be revealed to applicants unless the objectors so agree in writing.

Signature of Applicant:

Address:

Note: This notice, or one in similar form, must be displayed continuously on, or near the premises to be licensed, where it can be read by the public outside the building, for a period of 21 (twenty one) days from the date of the application.

While the application must be dealt with without undue delay, please note that it cannot be considered until after 28 days have elapsed from the date of the application for the purpose of the receipt of objections.

You will be informed in writing of the substance of any objection made in respect of your application.

The Licences and Appeals Committee will consider any observations made by the Chief Constable of Greater Manchester Police, together with any other objections which have been received.

- i) When the period for objection has elapsed the application will be considered at the next available meeting of the Licences and Appeals Committee of Manchester City Council. If there are objections to the application and these are not withdrawn, the applicant (and his or her legal representative) and all persons who have lodged objection will be invited to attend the meeting to enable them to make representation to members of the Committee who consider the application. You will be notified in writing of the date, time, and location of where the meeting will be held.
- ii) If you do not propose to be legally represented, you may bring forward another person to speak on your behalf.

If the licence is granted it will be subject to conditions printed on it and you will have to adhere to these conditions strictly. In connection with the application, it is likely that the premises will be visited by various officers who advise the Council. Each officer will have an identity card which he/she will produce on request.

Section 2 - Fees

£5,142.00 is the total fee
£1,000.00 relate to administrative costs and £4,142.00 relate to enforcement costs

Section 3 – Attachments to be included with your application

Plan of the Premises

Section 4 – Change of circumstances

Any changes in circumstances will require a new application being submitted.