

OXFORD CITY COUNCIL

SEX ESTABLISHMENTS

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

PART II, SCHEDULE 3

GUIDANCE FOR APPLICANTS

Completing and Submitting your Application:

1. Applications should be made on the appropriate forms provided by the Licensing Authority. Please take care when completing your application, as any incomplete applications will be returned to you, requiring you to resubmit the whole application again, and as such the period required by law for consultation will need to be restarted.
2. The completed and signed application form and additional documentation (the completed forms of Statutory Declaration, the application fee, a plan of the premises, and any other written submission you wish to make to the Council) should send it to the Licensing Authority, Oxford City Council, 3rd Floor, St Aldate's Chambers, 109 St Aldate's, Oxford OX1 1DS, or by email to: ***licensing@oxford.gov.uk***
3. A copy of the application form and additional documentation must also be sent to the Force Licensing Officer, Thames Valley Police, Headquarters (South), Kidlington, OX5 2NX, or by email to: ***licensing@thamesvalley.pnn.police.uk***

Application Fee:

4. Your application is not deemed complete until payment is received by the Licensing Authority. Cheques should be made payable to Oxford City Council, however we can take payment by debit / credit card or by BACS. Please refer to the Fees List for clarification of the relevant fee for your application.

Requirement to Advertise your Application in a local Newspaper by way of Public Notice:

5. Within seven days of making the application you must advertise the fact that you have made the application in a newspaper circulating locally. The Council has supplied a blank specimen advertisement. (Does not apply to applications to vary a licence).

Requirement to Advertise your Application on the Premises by way of Public Notice:

6. As part of the application procedure you are required to exhibit on, or near the building to be used, a notice to the public stating the fact of your application and their right to object. This notice has to be displayed for 21 days. The Council has supplied a blank specimen notice. (Does not apply to applications to vary a licence).

Requirement to supply the Licensing Authority with proof of Notices:

7. Proof of the advertisement in the newspaper and the notice on the building will be required from you and you must send a copy of them and a certificate relating to them to the Licensing Authority after the 21-day period has elapsed. The Council has supplied blank specimen certificates about the advertisement and the display of the notice.

Objections to your Application:

8. Whilst your application will be dealt with without delay, please note that it cannot be considered until after 21 days have elapsed from the date of the application to allow people time for objections to be received.
9. If there are no objections to your application it will be dealt with by the Council's Head of Community Services.
10. You will be informed in writing of the substance of any objection made about your application.
11. If objections are received a copy of your application will be sent to the Council's Licensing and Registration Sub-Committee, which at its next available meeting will consider any objections, or observations that have been made. You (and any legal representative) and any people who have lodged objections will be invited to attend the meeting and make representations to the Committee.

Sub-Committee Hearing:

12. You will be notified in writing of the date, time and location of where the meeting will be held. If you do not wish to be legally represented, you may bring another person to speak on your behalf.

Licence and Conditions:

13. All Sex Establishments licences granted are subject to the Council's Standard Conditions Applicable to Sex Establishments, and any additional conditions imposed by the Sub-Committee specific to your application should it so determine. All of the conditions will be attached to the licence.

Compliance and Enforcement:

14. As part of the Licensing Authority's remit, inspections of Sex Establishments are carried out by Licensing Officers to ensure compliance with the conditions of any licence granted. Licensing Officers carry with them a Warrant Card displaying their identity and authorisations.

Sexual Entertainment Venues – Council Resolution:

15. Before submitting an application for a Sex Entertainment Venue Licence, you should have regard to the following Council Resolution (adopted on 10th June 2010):

Applications made for a Sexual Entertainment Venue Licence will not generally be deemed to be appropriate if the premises is near or in locations or areas containing any of the following:

- (i) Historic buildings or tourist attractions
- (ii) Schools, play areas, nurseries, children's centres or similar premises
- (iii) Shopping complexes
- (iv) Residential areas
- (v) Places of Worship

The same criteria is also applicable to both Sex Shops and Sex Cinemas by way of the 1982 Act.