



SEX ESTABLISHMENTS PROCEDURE NOTES

- Fill the application form in and send to your nearest Licensing Department (office addresses detailed below).
- Enclose fee of £2,025 for a new application or £1,755 for a renewal (Cheques should be made payable to Shropshire Council).
- Send a complete application to:

West Mercia Constabulary
Smithfield Road
Much Wenlock
Shrewsbury
TF13 6BD.
- All applications will be determined on their own merits.
- Following consultation with relevant parties the application will be determined.

Licensing Office Addresses				
Central Licensing Shirehall Abbey Foregate Shrewsbury SY2 6ND	North Licensing Edinburgh House New Street Wem SY4 5DB	North Licensing Castle View Oswestry SY11 1JR	South Licensing Westgate Bridgnorth WV16 5AA	South Licensing Stone House Corve Street Ludlow SY8 1DG



**APPLICATION FOR SEX ESTABLISHMENT LICENCE
Local Government (Miscellaneous Provisions) Act 1982**

1. If application is made on behalf of an individual please complete part A. If made on behalf of a corporate or unincorporated body please complete section B:

A Full name

Permanent address
Post Code:

Age Date of birth Place of birth

B Full name of body

Address of registered or principle office
Post Code:

2. Give full names and private addresses of all directors or other persons responsible for management of the establishment:

Name

Address
Post Code:

Age Date of birth Place of birth

Name

Address
Post Code:

Age Date of birth Place of birth

3. Do you have 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 renewal, since you last applied for a licence)

YES NO

If yes, please state:		
Date of Conviction	Offence	Sentence (including suspended sentence)

4. Have you been a resident in the United Kingdom throughout a period of six months immediately preceding the date of this application? YES NO

5. If the application is made on behalf of a body corporate is that body incorporated in the United Kingdom? YES NO

6. Full address of premises desired to be used as a sex establishment:

Post Code:

Does this application relate to a vehicle/vessel/stall? YES NO

If yes, please give description and state where it is to be used as a sex establishment:
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7. During which days and what hours do you wish to trade?

Day	Open Time	Closing Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

8. Are the premises to be used as:

a sex shop? YES NO
a sex cinema? YES NO
a sex encounter establishment? YES NO

9. Have you ever been refused a licence for a sex establishment?

YES NO

If yes, please give details:

I declare that I have checked the information given on this application form and to the best of my knowledge and belief it is correct.

I have also enclosed the fee of £2,025 (Cheques made payable to Shropshire Council)

SIGNATURE DATE

This Authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this Authority for the prevention and detection of fraud. The Authority may also share this information with other bodies administering public funds for these purposes.

DATA PROTECTION: This information will be used in the process of considering the application and may be sent to authorised bodies including: Police, Benefits, Councillors, Inland Revenue.

Please return the completed form and fee to the address below:
Licensing Department
Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND

Guide to Convictions

- (a) All convictions must be disclosed
- (b) Spent convictions, as defined below, should not be included

Sentence:	Becomes spent after:
Imprisonment of between 6 months and 2 ½ years:	10 years
Imprisonment upto 6 months:	7 years
Borstal training:	7 years
A fine or other sentence not otherwise covered in this table:	5 years
Absolute discharge:	6 months
Probation order, conditional discharge or bind over:	1 year (or until order expires, whichever is the longer)
Detention Centre Order:	3 years
Remand home, attendance centre or approved school order:	The period of the order and a further year after the order expires
Hospital order under the Mental Health Act:	The period of the order and a further 2 years after it expires
Cashiering, discharge with ignominy or dismissal with disgrace from the Armed Forces:	10 years
Dismissal from Armed Forces:	7 years
Detention:	5 years

- Note:
- (i) A sentence of more than 2 ½ years' imprisonment can never become spent.
 - (ii) If you were under 17 years of age on the date of conviction, please halve the period shown in the right-hand column.



LICENSING OF SEX ESTABLISHMENTS

NOTICE OF APPLICATION

Address Of Premises:

I/We:

HEREBY give notice that I/We have applied to Shropshire Council under the provisions of the Local Government (Miscellaneous Provisions) Act 1982 for a Licence to use the premises referred to above as a Sex Shop/Sex Cinema.*

Any person wishing to make representations about the application should make them in writing to Licensing Team Leader, Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND within 28 days of the date of this Notice.

Signed

Date(a)

* Delete as necessary

(a) The date inserted should be the date the application is submitted to the Council.



LICENSING OF SEX ESTABLISHMENTS Declaration Form

Address of Premises:

Name of Proposed Licensee:

I *(insert name)* hereby certify that:

1. On the *(insert date)* Displayed a Site Notice on:

(Describe where the site notice has been placed)

2. On the *(insert date)* Placed a Notice in:

(Detail name of Local Newspaper and date submitted)

I also declare that the site notice will be displayed at the premises for 28 Days.

Signed

Date

This form should be returned to the Licensing Department, Shropshire Council, Abbey Foregate, Shrewsbury, Shropshire SY2 6ND, with your application together with a copy of the Notice of Application.