

APPENDIX B

Forest Heath & St Edmundsbury councils

**West Suffolk**  
working together

# Sex Establishment Licensing Policy

February 2017

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## Preface

Forest Heath District Council and St. Edmundsbury Borough Council (West Suffolk councils) have adopted Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 (as amended by section 27 of the Policing and Crime Act 2009) so that it can license sex shops, sex cinemas, and sexual entertainment venues in the local authority area. In this policy, these are referred to as "sex establishments" unless otherwise stated.

The West Suffolk councils recognise that Parliament has made it lawful to operate sex establishments, and that such businesses are a legitimate part of the retail and leisure industry. It is West Suffolk councils role as licensing authorities to administer the licensing regime in accordance with the law.

The 1982 Act and 2009 Act can be viewed at [www.legislation.gov.uk](http://www.legislation.gov.uk)

Consultation on this policy was conducted taking account of representations from local residents and community groups; existing and potential holders of sex establishment licences in the area; relevant statutory bodies and representatives of premise licence holders under the Licensing Act 2003 within the area.

In developing this policy, the West Suffolk councils took into account the legal requirements of the 1982 Act and its duties under:

- a) section 17 of the Crime and Disorder Act 1998 - to take all reasonable steps to reduce crime and disorder within West Suffolk;
- b) the Regulators' Compliance Code (set out under the Legislative and Regulatory Reform Act 2006) - obligations not to impede economic progress by the regulations the West Suffolk councils set out and to particularly consider the impact of regulations on small businesses; and
- c) the Provision of Services Regulations 2009 to ensure requirements are:
  - i) non-discriminatory
  - ii) justified by an overriding reason relating to the public interest
  - iii) proportionate to that public interest objective
  - iv) clear and unambiguous
  - v) objective
  - vi) made public in advance, and
  - vii) transparent and accessible.

This Policy took effect in February 2017 and will be subject to periodic review.

This Policy sets out the principles the West Suffolk councils will generally apply when making decisions on applications. It also sets out information about the application process, what is expected of applicants and how people can make objections about applications. It also sets out the types of controls that are available to the councils, when decisions are made about licence applications and explains what action can be taken if complaints are received.

## **1.0 Introduction**

1.1 The West Suffolk councils have adopted Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 (as amended by section 27 of the Policing and Crime Act 2009) in order to licence sex shops, sex cinemas, and sexual entertainment venues in West Suffolk.

This Sex Establishment Licensing Policy sets out the West Suffolk councils requirement for premises to be licensed as 'sex establishments' within the meaning of the Act (as amended).

1.2 This document relates to applications in respect of:

- Sex cinemas
- Sex shops
- Sexual entertainment venues

1.3 The advice and guidance contained in the appendices attached to this policy is intended only to assist readers in understanding the policy and should not be interpreted as legal advice or as constituent of the West Suffolk councils statement of Sex Establishment Licensing Policy.

1.4 Readers are strongly advised to seek their own legal advice if they are unsure of the requirements of the Local Government (Miscellaneous Provisions) Act 1982 or Schedules under the Act.

## **2.0 Purpose of the Sex Establishment Licensing Policy**

2.1 The purpose of this Statement of Licensing Policy is to:

- inform the elected Members serving on the Licensing Committee of the parameters within which licensing decisions can be made;
- inform applicants, residents and businesses of the parameters within which the Licensing Authority will make licensing decisions;
- inform residents and businesses about how the Licensing Authority will make licensing decisions; and
- provide a basis for decisions made by the Licensing Authority if these decisions are challenged in a court of law.
- link into the wider context of services/strategies which provide support for individuals that encourage a safer experience in West Suffolk.

## **3.0 Key terms**

3.1 **Premises** include any vessel, vehicle or stall but do not include a private dwelling to which the public are not admitted.

3.2 **Sex Article** means

- a) anything made for use in connection with, or for the purpose of stimulating or encouraging:
  - i) sexual activity;
  - ii) acts of force or restraint which are associated with sexual activity, and
- b) anything:
  - i) containing or embodying matter to be read or looked at or anything intended to be used, either alone or as one of a set, for the reproduction or manufacture of any such article; and
  - ii) to any recording of vision or sound, which –
    - a) is concerned primarily with the portrayal of, or primarily deals with or relates to, or is intended to stimulate or encourage, sexual activity or acts of force or restraint which are associated with sexual activity; or
    - b) is concerned primarily with the portrayal of, or primarily deals with or relates to, genital organs, or urinary or excretory functions.

3.3 **Sex Cinema** means any premises, vehicle, vessel or stall used to a significant degree for the exhibition of moving pictures, by whatever means produced, which

- a) are concerned primarily with the portrayal of, or primarily deal with or relate to, or are intended to stimulate or encourage:-
  - i) sexual activity;
  - ii) acts of force or restraint which are associated with sexual activity.
- b) are concerned primarily with the portrayal of, or primarily deal with or relate to, genital organs or urinary or excretory functions,

but does not include a dwelling-house to which the public is not admitted.

3.4 **Sex Establishment** means a Sexual Entertainment Venue, Sex Cinema or a Sex Shop as appropriate.

3.5 **Sex Shop** means any premises, vehicle or vessel or stall used for a business which consists to a significant degree of selling, hiring, exchanging, lending, displaying, or demonstrating:

- a) sex articles;
- b) other things intended for use in connection with, or for the purpose of stimulating or encouraging:-
  - i) sexual activity
  - ii) acts of force or restraint which are associated with sexual activity.

3.6 **Sexual Entertainment Venue** means any premises at which Relevant Entertainment is provided before a live audience for the financial gain

of the organiser or the entertainer (subject to the exceptions set out in paragraph 4.1 below).

**3.7 Relevant Entertainment** means any live performance or live display of Nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of an audience (whether by verbal or other means).

An audience can consist of just one person (e.g. where the entertainment takes place in private booths).

**3.6 Nudity** means:

In the case of a woman: exposure of her nipples, pubic area, genitals or anus; and

In the case of a man: exposure of his pubic area, genitals or anus.

**3.7 Relevant Entertainment**

The West Suffolk councils will judge each case of its merits and the definition of Relevant Entertainment will apply to the following forms of entertainment as they are commonly understood:

- Lap dancing
- Pole dancing
- Table dancing
- Strip shows
- Peep shows
- Live sex shows

**3.8** The above list is not exhaustive and as the understanding of the exact nature of these descriptions may vary, they should only be treated as indicative. Ultimately, decisions to licence premises as Sexual Entertainment Venues shall depend on the content of the entertainment provided and not the name it is given.

**4.0 Sexual Entertainment Venues - exceptions**

**4.1** Schedule 3, Paragraph 2A (3) of the 1982 Act defines those premises that are not Sexual Entertainment Venues. These are:

- Sex Shops and Sex Cinemas (which are separately defined in Schedule 3 to the 1982 Act)
- Premises which provide Relevant Entertainment on an infrequent basis. These are defined as premises where:-
  - a) no Relevant Entertainment has been provided on more than 11 occasions within a 12 month period;
  - b) no such occasions has begun within a period of one month beginning with the end of the previous occasions; and
  - c) no such occasion has lasted longer than 24 hours.

- d) Other premises or types of performances or displays exempted by an Order of the Secretary of State.

4.2 Premises which:

- provide Relevant Entertainment on an infrequent basis or
- provide any form of adult entertainment which falls outside the definition of Relevant Entertainment will continue to be regulated under the Licensing Act 2003, insofar as they are providing Regulated Entertainment under that Act.

## **5.0 Requirement for a Licence**

5.1 Any person wishing to operate a sex establishment as defined by Schedule 3 requires a sex establishment licence, unless the requirement for a licence has been waived by the appropriate authority.

5.2 A licence would normally be granted for a period of one year; however the West Suffolk councils may exercise their discretion to issue a licence for a shorter period if deemed appropriate.

## **6.0 Location of Licensed Premises**

6.1 The West Suffolk councils acknowledge that a concentration of licensed premises in a particular area can result in a potential fear of crime, anti-social behaviour, noise pollution and other disturbance to residents. In such cases the amenity of local residents can be placed under severe pressure.

6.2 The West Suffolk councils have not imposed a limit on the number of premises that may be licensed in any area, nor identified any exclusion zones for the purpose of applying for a sex establishment licence.

6.3 The West Suffolk councils will not normally grant a licence where any premises within the vicinity are used for the following:

- (a) school;
- (b) place of worship;
- (c) family leisure;
- (d) domestic residential buildings;
- (e) important historic buildings;
- (f) youth facilities;
- (g) important public and cultural facilities.

6.3.1 In other instances, the West Suffolk councils will consider this ground of refusal on the merits of the individual case.

6.3.2 The precise extent of vicinity will be determined in the light of the precise location of any application and any representations made in response thereto.

6.3.3 In deciding whether such premises are in the vicinity of the application site, the West Suffolk councils will not use a pre-determined distance, but will consider each case on its individual merits, and will take account of its local knowledge where appropriate. In determining the issue, it will take account of:

- (a) distance,
- (b) intervisibility,
- (c) linkages between them, including whether the premises and application site are connected by well-used walking routes;
- (d) any visual or physical barriers between them.

6.3.4 In considering the application of this policy to domestic residential buildings, the West Suffolk councils will take into account the number of such buildings, their density, their primary use, the number of dwelling units they comprise and their distance from the application site.”.

6.4 Applications in respect of premises must state the full address of the premises. Applications in respect of a vehicle, vessel or stall must state where it is to be used as a sex establishment.

6.5 The West Suffolk councils would normally expect that applications for licences for permanent commercial premises should be from businesses with appropriate planning consent for the property concerned.

## **7.0 Making an application**

7.1 An application for the grant, renewal, transfer or variation of a licence must be made in writing to the Council in accordance with the requirements shown in Appendix A.

7.2 In keeping with the West Suffolk council’s policy on the introduction of e-Government, the council consents to applications and other notices being given electronically. The address at which the Council will accept applications and notices is;-

Forest Heath District Council  
Environmental Health  
District Offices  
College Heath Road  
Mildenhall  
Suffolk  
IP28 7EY  
or:

St Edmundsbury Borough Council  
Environmental Health  
West Suffolk House  
Western Way  
Bury St Edmunds  
Suffolk  
IP33 3YU

Telephone: 01284 758050  
Fax: 01638 719357  
e-mail: [licensing@westsuffolk.gov.uk](mailto:licensing@westsuffolk.gov.uk)  
web: [www.westsuffolk.gov.uk](http://www.westsuffolk.gov.uk)

- 7.3 A specimen application form and notice for public advertisement is attached in Appendices B and C.
- 7.4 A copy of the application must be submitted to the Chief Officer of Police within 7 days of submitting the application to the Licensing Authority.

## **8.0 Fees**

- 8.1 The application process involves paying a non-returnable application fee.
- 8.2 The current schedule of fees for the licensing of sex establishments is shown in Appendix D.
- 8.3 Fees are reviewed annually against any rise in Council costs of administering the licensing regime.

## **9.0 Advice and Guidance**

- 9.1 The West Suffolk councils will seek to liaise with applicants and/or mediate between applicants and others who may make objections, to achieve a satisfactory outcome for all involved, wherever possible and where resources permit.
- 9.2 Where an applicant considers that mediation and liaison may be likely or probable, it is recommended that the applicant discusses their proposals with the licensing section and those from whom they think objections are likely prior to submitting their application.

## **10.0 Grant, renewal or transfer of licences**

- 10.1 The West Suffolk councils may grant to any applicant and renew a licence for the use of any premises as a 'sex establishment' on such terms and conditions as specified by the Council. (Refer to '16 - Conditions' and Appendices B and E).
- 10.2 Decisions regarding, the grant, renewal or transfer of a licence will be dealt with by either a Full or Sub Committee or Officers in accordance with the Schedule of Delegated Decisions in Appendix H.
- 10.3 A licence will remain in force for one year, or such shorter period specified in the licence, unless previously cancelled or revoked.
- 10.4 The West Suffolk councils may, if they think fit, transfer a licence to any other person upon application by that person.
- 10.5 Where an application for renewal or transfer of a licence is made before the date of expiry of the existing licence, the licence shall remain in force until such time as the application has been determined.

10.6 Where applications for licences have been granted, the Council will send the licence to applicants by post.

### **11.0 Waivers**

11.1 The West Suffolk councils do not consider it appropriate to permit waivers from the requirements to hold a sex establishment licence, except in extreme and exceptional circumstances considered by the Licensing Committee (for example, to allow a temporary re-location of a business following damage to licensed premises).

11.2 Each application for a waiver will be considered on its individual merits. However, any establishment that would normally require licensing under the provisions of the 1982 Act is unlikely to be granted a waiver.

11.3 In order for a waiver to be considered, an applicant must provide the basic information included in the application form, and any other information the authority may reasonably require in order to make its decision.

11.4 A waiver may be for such period as the Council sees fit. Where the Council grants an application for a waiver, notice will be given to the applicant stating that it has granted the application. The Authority may at any time give a person who would require a licence, notice that the waiver is to terminate, on such date not less than 28 days from the date on which it gives the notice, or as may be specified in the notice.

### **12.0 Amendments to the Licensing Act 2003**

12.1 Premises holding a sexual entertainment venue licence will not require a premises licence under the Licensing Act 2003 (as amended) unless the premises is carrying on other licensable activities e.g. the sale of alcohol or the provision of regulated entertainment.

12.2 Live music or the playing of recorded music which is integral to the provision of relevant entertainment, such as lap dancing, for which a sexual entertainment licence is required, is specifically excluded from the definition of regulated entertainment in the Licensing Act 2003 (as amended).

### **13.0 Exchange of Information**

13.1 The West Suffolk councils may from time to time exercise their powers under Section 115 of the Crime and Disorder Act 1998 to exchange information with the police and other partners to fulfil its' statutory objective of reducing crime in the area.

13.2 Details of applications and objections which are referred to a Licensing Committee for determination will be published in reports that are made publicly available in accordance with the Local Government Act 1972 and the Freedom of Information Act 2000.

13.3 The name and address of objectors will not be disclosed to applicants or published in public reports in accordance with schedule 3, paragraph 10 (17) Local Government (Miscellaneous Provisions) Act 1982, as amended by the Policing and Crime Act 2009. Such details will be made available to Councillors on the Licensing Committee.

#### **14.0 Variation of licences**

14.1 The holder of a licence may apply to the Council to vary the terms, conditions or restrictions on or subject to which the licence is held.

#### **15.0 Commenting on licence applications / Making objections**

15.1 Unlike some other licensing regimes (such as for alcohol, entertainment or gambling), a wide range of people can raise objections about sex establishments licences. The Police are a statutory consultee for all applications.

15.2 Although applicants are only required to provide notice of the application to the Police, the West Suffolk councils will endeavour to list applications on its website and notify the following partner authorities of accepted applications made:

- Suffolk Constabulary
- Environmental Health (West Suffolk councils)
- Planning Services (West Suffolk councils)
- Families and Communities (West Suffolk councils)
- Parish or Town Council
- District or Borough Councillor (Ward Member)
- Suffolk Fire Service

15.3 Objectors should have something to say which is relevant to consideration of the statutory grounds for refusal that are set out in the 1982 Act; see appendix F.

15.4 The West Suffolk councils takes the following approach to deciding applications:

- (a) each case will be decided upon its merits. The West Suffolk councils will not apply a rigid rule to its decision making;
- (b) objectors can include residents'/tenants' associations, community associations, and trade associations. Councillors and MPs may also raise objections. Elected councillors may represent interested parties, providing they do not also sit on the Licensing Committee determining the application in question;
- (c) clear reasons for its decision will always be given.

- 15.5 The West Suffolk councils will not consider objections that are frivolous or vexatious, or which relate to moral grounds (as these are outside the scope of the 1982 Act). Decisions on whether objections are frivolous or vexatious will be made objectively by Officers. A report will be submitted in advance of any licence hearing that will outline the application and indicate the general grounds of representations.
- 15.6 A vexatious objection is generally taken as being one which is repetitive, without foundation or made for some other reason such as malice. A frivolous objection is generally taken to be one that is lacking in seriousness.
- 15.7 Objections will be considered at a hearing either by the full Licensing Committee or a Licensing Sub Committee. Both applicants and objectors will be given an equal opportunity to state their case in accordance with the West Suffolk councils hearing procedure, a copy of which can be found in appendix G.
- 15.8 Objections should ideally:
- be made in writing (this will include submissions electronically)
  - be in black ink on single sides of A4 paper
  - indicate the name and address of the persons or organisations making the representation
  - indicate the premises to which the objection relates
  - indicate the proximity of the premises to the person making the objection. A sketch map or plan may be helpful to show this
  - clearly set out the reasons for making the objections.
- 15.9 Petitions must clearly state the name and address of the premises application being objected to. The full objection that people are signing to say they agree with must be at the top of the petition. The objection must be in line with the requirements of the legislation. The names and address of those signing the petition should be provided and should be legible, together with a signature.
- 15.10 The West Suffolk councils must be confident that those signing the petition were aware of what they were signing for. So in the interest of clarity for those signing, best practice would be to have the objection at the top of each page; especially where several people are involved in collecting signatures.
- 15.11 It should be noted that submissions to the Council may also be in support of an application. These should contain the same information as stated above.

- 15.12 Objections may only be made within the period of 28 days following the date on which the application was given to the Council.
- 15.13 The West Suffolk councils will not consider any objection that does not contain the name and address of the person making it. (Refer also to 9.3 above).
- 15.14 Where objections are made, the West Suffolk councils will provide copies to the applicant. The West Suffolk councils will not divulge the identity of the objector(s) to the applicant without their permission to do so.
- 15.15 Where objections are made and not withdrawn, a hearing before the full Licensing Committee or delegated to a Licensing Sub Committee of three Councillors will normally be held within 20 working days of the end of the period in which objections might be made, unless all parties agree that a hearing is unnecessary.
- 15.16 In all cases, applicants who are genuinely aggrieved by a decision of the Council are entitled to appeal to the Magistrates' Court.
- 15.17 In the case of first or new applications, where no objections are made, the Council will grant the licence subject to terms and conditions that are consistent with the type and operation of the sex establishment (Please refer to '13 - Conditions').

## **16.0 Determining applications**

- 16.1 When considering applications, the West Suffolk councils will have regard to:
- a) the Local Government (Miscellaneous Provisions) Act 1982, as amended;
  - b) any supporting regulations;
  - c) this licensing policy

Refer also to Appendix F

- 16.2 This does not, however, undermine the rights of any person to apply for a licence and have the application considered on its individual merits, nor does it override the right of any person to make objections on any application where they are permitted to do so under the Act.
- 16.3 When determining applications, the West Suffolk councils will take account of any comments made by the Chief Officer of Police and any objections made.
- 16.4 In all cases, the West Suffolk councils reserves the right to consider each application on its own merit.

## **17.0. Conditions**

- 17.1 The standard conditions that may be attached to a licence are shown in Appendix E. It is an offence to breach the conditions and the penalty for this is a fine not exceeding £20,000.
- 17.2 The West Suffolk councils recognises that all applications should be considered on an individual basis and any additional conditions attached to such a licence will be tailored to suit each individual premise.
- 17.3 No condition will be imposed that cannot be shown to be necessary.
- 17.4 Where it is reasonable and necessary to do so, the Licensing Committee will impose additional proportional conditions on a licence. Wherever possible, these will be discussed in advance with operators by Licensing Officers.

## **18.0 Refusal of licences**

- 18.1 Except where the West Suffolk councils are prohibited from granting, renewing, varying or transferring a licence, the West Suffolk councils will not refuse a licence without first:
- a) Notifying the applicant or holder of the licence in writing of the reasons; and,
  - b) Giving the applicant or holder of the licence the opportunity of appearing and making representations before a Licensing Committee.
- 18.2 The circumstances in which the West Suffolk councils must or may refuse a licence are shown in Appendix F.

## **19.0 Revocation of licences**

- 19.1 The West Suffolk councils may revoke a licence:
- a) on any grounds specified in paragraph 1 of Appendix F to this policy;
  - b) on either of the grounds specified in paragraph 3 (a) and (b) of Appendix F of this policy. The West Suffolk councils will not revoke a licence without first giving the holder of the licence the opportunity of appearing and making representations before a Licensing Committee.

## **20.0 Cancellation of licences**

- 20.1 The licence holder may surrender the licence at any time and may request in writing for the West Suffolk councils to cancel the licence.

- 20.2 In the event of the death of a licence holder, the licence will be deemed to have been granted to his personal representatives and will remain in force for 3 months from the date of death, unless previously revoked.
- 20.3 Where the West Suffolk councils are satisfied that it is necessary for the purpose of winding up the estate of the deceased licence holder, it may extend or further extend the period in which the licence remains in force.

## **21.0 Right to appeal a decision**

- 21.1 If an application is refused, or revoked, following a hearing, then the applicant will be informed of the decision and whether there is any right of appeal.
- 21.2 Appeals must be made to the local Magistrates' Court within 21 days, starting from the date the applicant is notified of the West Suffolk councils' decision. The notice will advise the address of the appropriate Magistrates' Court to which such an appeal should be submitted. It should be noted that a fee may be payable to the Magistrates to lodge such an appeal,
- 21.3 Applicants can appeal against the refusal of a grant, renewal, variation or transfer application, or against the decision to revoke a licence. They can also appeal against conditions or restrictions imposed.
- 21.4 Please note that you cannot appeal against the West Suffolk councils decision if the application was refused on the grounds that:
- The number of sex establishments (if a limit is set - see paragraph 6.2), or of sex establishments of a particular kind, in the relevant locality at the time the application is determined is equal to or exceeds the number which the authority consider is appropriate for that locality; or
  - The grant of the licence would be inappropriate considering the character of the area, the nature of other premises in the area, or the premises themselves.
- 21.5 The Magistrates' Court will determine the appeal application. If you do not agree with the decision made by the Magistrates' Court, you can appeal to Crown Court. The decision made by the Crown Court will be final. The Council must comply with a decision made by a Magistrates or Crown Court.

## **22.0 Complaints**

- 22.1 Where possible and appropriate, the West Suffolk councils will give early warning to licence holders of any concerns about problems identified at premises and of the need for improvement.

## **23.0 Enforcement**

- 23.1 The West Suffolk councils are responsible for the administration and enforcement of the licensing regime and will have regard to the Department of Business Enterprise & Regulatory Reform's Regulators Compliance Code and the Better Regulation Commission's five Principles of Good Regulation. The West Suffolk councils will carry out its regulatory functions in a fair, open and consistent manner.
- 23.2 Specifically, the West Suffolk councils will:
- a) be proportionate – to only intervene when necessary and remedies will be appropriate to the risk posed;
  - b) be accountable – to justify decisions, be subject to public scrutiny and allow opportunities to resolve differences before enforcement action is taken, unless immediate action is needed;
  - c) be consistent – to implement rules and standards fairly;
  - d) be transparent – to be open and to provide clear explanations of what is needed, by when and the rights of appeal;
  - e) target its regulatory action at cases in which action is needed.
- 23.3 The West Suffolk councils recognise the interests of both citizens and businesses and will work closely, with partners, to assist licence holders to comply with the law and the conditions attached to the licence.
- 23.4 However, proportionate but firm action will be taken against those who commit serious offences or consistently break the law or breach conditions of the licence.
- 23.5 The West Suffolk councils have set clear standards of service and performance that the public and businesses can expect. In particular, an enforcement policy has been created that explains how the West Suffolk councils will undertake its role and how the principles of effective enforcement will be achieved.
- 23.6** This policy is freely available from the licensing section, as are details of the West Suffolk councils' corporate complaints procedures, both of which can be viewed on the West Suffolk councils' website: [www.westsuffolk.gov.uk](http://www.westsuffolk.gov.uk)

## Appendix A

### Requirements for applying for grant, variation, transfer or renewal of a sex establishment licence

#### Grant of a licence

- 1) To apply for the grant of a sex establishment licence an applicant must:-
  - a) Send the council:-
    - i) A **completed application form**. (Please see specimen application form in Appendix B);
    - ii) Any **continuation sheets** (with name and premises details added to every sheet)
    - iii) A **plan** to the scale 1:100 of the premises to which the application relates (showing layout, fixtures, and fixtures), (indication of colour scheme and shop signage, naming and branding should also be included);
    - iv) The application fee. Cheques should be made payable to 'Forest Heath District Council' or 'St Edmundsbury Borough Council' and may not be refunded in the event your application is unsuccessful.
    - v) Proof of address; for all individual applicants – for example a current utility bill or bank statement.
    - vi) **Endorsed photographs** of all individual applicants. Photos must be full faced and passport style, and endorsed as a true likeness by a professional person of standing in the community such as a doctor, solicitor, teacher, fire officer, local government officer or councillor. The contact details for the person endorsing the photos should also be provided with the photographs as validation checks will be made.
    - vii) **Photographic proof** of identity and age documentation for individual applicants – for example a passport or DVLA photocard driving licence containing a date of birth. Any **house rules, policy or similar documents** you propose to operate at the sex establishment, provided in support of your application – for example performer vetting and welfare, customer rules, management and supervision policy/structure, details of membership of a trade association, details of previous relevant experience etc.
    - viii) **Criminal records basic level disclosure** or equivalent certificates – which should be no older than one calendar month. The Police may also conduct background checks of any person connected to this application.
    - ix) **Any documentation relating to verification** of the entitlement of any applicant to reside or work in the UK (should this be applicable). It should be noted that the West Suffolk councils is registered with the Home Office Evidence and Enquiry Unit and may check the eligibility status of any individual connected with this application.
    - x) Copy of Licensing Act 2003 premises licence or club premises certificate if applicable.

And also:

- i) **Serve the application**, together with accompanying documents, to both the Licensing Authority and Chief Officer of Police.
- ii) display in a conspicuous location a **notice** on or near the premises;

- iii) **advertise** the application in a local newspaper;
- b) send a copy of the application and plan to the Chief Officer of Police within 7 days of making the application to the council to the following address:

Police Licensing Team  
Landmark House  
Egerton Road  
Ipswich  
Suffolk  
IP1 5PF

[policealcohollicensing@suffolk.pnn.police.uk](mailto:policealcohollicensing@suffolk.pnn.police.uk)

**Note: Or any other address as defined by the Police**

### **Specific Plan requirements**

- 2) The plan shall show:-
  - a) The extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises;
  - b) The location of points of access to and egress from the premises;
  - c) The location of escape routes from the premises;
  - d) In a case where the premises is to be used for more than one licensable activity, the area within the premises used for each activity;
  - e) Fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;
  - f) In a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
  - g) In a case where the premises includes any steps, stairs, elevators, or lifts, the location of the steps, stairs, elevators or lifts;
  - h) In the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
  - i) The location and type of any fire safety and other safety equipment including, if applicable, marine safety equipment; and
  - j) The location of a kitchen, if any, on the premises.
- 3) The plan may include a legend through which the matters mentioned or referred to above are sufficiently illustrated by the use of symbols on the plan.

## **Public notices**

- 4) A notice must be displayed at or on the premises to which the application relates for a period of not less than 21 consecutive days from the day following the day the application was given to the West Suffolk councils, where it can be conveniently and easily read from the exterior of the premises by members of the public and other relevant persons.
- 5) Where the premises cover an area of more than 50 square metres, a further identical notice must be displayed every 50 metres along the external perimeter of the premises abutting any highway.
- 6) The notice must be on pale blue paper sized A4 or larger and printed legibly in black ink or typed in black in a font size equal to or larger than 16.
- 7) The notice must state:-
  - a) details of the application and activities that it is proposed will be carried on or from the premises;
  - b) the full name of the applicant,
  - c) the postal address of the premises, or in the case where there is no postal address, a description of the premises sufficient to enable the location and extent of the premises to be identified,
  - d) the date, being 28 days after that on which the application is given to the West Suffolk councils, by which representations may be made to the West Suffolk councils and that representations should be made in writing,
  - e) that it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine (£5000) for which a person is liable on summary conviction for the offence.
- 8) A similar notice must be published in a local newspaper or similar document within 7 days of giving the application to the West Suffolk councils. (Please see specimen notice in Appendix C).

## **Variation of a licence**

- 9) The holder of a licence may apply at any time for any variation of the terms, conditions or restrictions on or subject to which the licence is held. The process of applying for a variation is the same as that for applying for an initial grant except that a plan of the premises is not required unless the application involves structural alterations to the premises.

## **Renewal of a licence**

- 11) The holder of a licence may apply for renewal of the licence. In order for the licence to continue to have effect during the renewal process, a valid application together with the appropriate fee must be submitted before the current licence expires.
- 12) The process of applying for 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 of a licence**

13) A person may apply for transfer of a licence at any time.

14) The process of applying for a 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.

# SEX ESTABLISHMENT LICENSING – APPLICATION PART A: APPLICANT INFORMATION

## SCHEDULE 3 OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

- Before completing this application please read ALL guidance notes at the end of the form. 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.
- It is recommended that you keep a copy of the completed form for your records.
- **Please note that the Licensing Authority or Police may make enquiries to independently verify / validate any information submitted as part of this application.**

**I / We**

*(Insert name(s) of applicant(s) – please read guidance note 1)*

apply for the **Grant / Renewal / Transfer\*** 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*)

### **Part 1 - Premises Details** *(Please read guidance note 2)*

Postal address (including trading name, post code and telephone number of premises). If a vehicle, vessel or stall state the location where it is to be used as a sex establishment:

Tel:

### **Part 2 - Applicant Details**

Please tick the relevant box to state whether you are applying for a licence as:

- 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 3)*

<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>		
Date of birth:		Applicants must be aged 18 or over			
Place of birth (Town/Country):					
National insurance number:					
Current <u>residential</u> address including post code:					
Telephone number:					
e-mail address:					
Are you ordinarily resident in the UK?		YES / NO If NO please state where: .....			
Have you any restrictions on your eligibility to reside and work in the UK?		YES / NO			
<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>		
Date of birth:		Applicants must be aged 18 or over			
Place of birth (Town/Country):					
National insurance number:					
Current <u>residential</u> address including post code:					
Telephone number:					
e-mail address:					
Are you ordinarily resident in the UK?		YES / NO If NO please state where: .....			
Have you any restrictions on your eligibility to reside and work in the UK?		YES / NO			

*(Continue on separate page if necessary – ALL individual applicants must be stated)*

**(B) Other applicants (such as a registered company or unincorporated association)**

Please provide name and registered address of applicant in full. Where appropriate please give any registered number and names/private addresses of all directors/partners:

Name:	
Registered or Principal Office address including post code:	
Registered company number:	
Description of applicant (eg. partnership, company etc.)	
Is this company incorporated in the UK?	YES / NO    If NO please state where: .....
Telephone number:	
e-mail address:	
<b>Names and private addresses of <u>all</u> company directors or partners:</b>	<p>1: Director/partner full name (inc title):</p> <p>Private address (inc postcode):</p> <p>.....</p> <p>2: Director/partner full name (inc title):</p> <p>Private address (inc postcode):</p> <p>.....</p> <p>3: Director/partner full name (inc title):</p> <p>Private address (inc postcode):</p>

*(Continue on separate page if necessary)*

**(C) Licensing history and other relevant information**

Has any person or the corporate or unincorporated body referred to in this application:

Been disqualified from holding a licence for a sex establishment?	YES / NO
Been refused the grant / renewal / transfer of a licence for a sex establishment?	YES / NO
Been the holder of a sex establishment licence when that licence has been revoked?	YES / NO
If 'YES' to any of the above please provide details, including relevant names, dates and locations:	

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 state:

Date of conviction	Offence	Sentence (include any suspended)

- Note:** i) All convictions must be disclosed.  
 ii) Spent convictions, as defined Table 1 (below) should not be included.

**Table 1**

Sentence	Becomes spent after
Imprisonment of between 6 months and 30 months	10 years
Imprisonment of up to 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 longer)
Detention Centre Order	3 years
Remand home, attendance 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<sup>1</sup>/<sub>2</sub> years imprisonment can never become unspent.
- ii) If you were under 17 years of age on the date of conviction, please halve the period shown in the right hand column.

**Is the business for the benefit (whether solely or partly) of any third-party not already specified within this application?**

YES / NO

(if 'YES' please give further details below including name, address and position):

**Please provide details of any experience or business/employment history relevant to the operation of a sex establishment gained by any person in connection with this application.** For example, please specify whether any person is a member of any trade association / organisation (for example the Lap Dancing Association) or has operated or continues to operate a sex establishment (state type if applicable):

*(Continue on separate page if necessary)*

**Part 3 – Declaration for Part A**

**I / We**

*(Insert name(s) of applicant(s))*

**Please tick ✓ to confirm yes**

- Enclose the relevant **fee** (cheques are payable to 'Forest Heath District Council' or ' St. Edmundsbury Borough Council')
- Enclose **evidence of identity** containing a photograph in respect of each individual applicant / partner / director, as applicable
- For each individual/director enclose a **basic level criminal record disclosure** certificate or equivalent (this should be dated no older than one calendar month), and also enclose a declaration of convictions, cautions etc for each person as applicable (*see guidance note 11*)
- Understand that if the above requirements have not been satisfactorily complied with my application can not proceed and may 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 including electronically, 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 FOR ANY PERSON TO MAKE A FALSE STATEMENT, OR A STATEMENT WHICH HE/SHE DOES NOT BELIEVE TO BE TRUE, IN OR IN CONNECTION WITH THIS APPLICATION. A PERSON GUILTY OF THIS OFFENCE SHALL BE LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING £20,000.**

**(C) Signatures** *(Please read guidance note 4)*

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

<b>Signature(s):</b>	1: ..... Name:..... Capacity:.....
	2: ..... Name:..... Capacity:.....
	3: ..... Name:..... Capacity:.....
<b>Date:</b>	

**(D) Contact details to be used in connection with this application** *(Please read guidance note 5)*

<b>Contact name:</b>	
<b>Contact postal address including post code:</b>	
<b>Telephone number:</b>	
<b>e-mail address:</b>	

# SEX ESTABLISHMENT LICENSING – APPLICATION PART B: PREMISES / OPERATIONAL INFORMATION

## SCHEDULE 3 OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

- Before completing this application please read ALL guidance notes at the end of the form. 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.
- It is recommended that you keep a copy of the completed form for your records.
- **Please note that the Licensing Authority or Police may make enquiries to independently verify / validate any information submitted as part of this application.**

**I / We**

*(Insert name/s of applicant/s – please read guidance note 1)*

apply for the **Grant / Renewal / Transfer** \* 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)

### Part 1 - Premises Details *(Please read guidance note 2)*

Postal address (including trading name, post code and telephone number of premises). If a vehicle, vessel or stall state the location where it is to be used as a sex establishment.

Tel:

### (A) Description of Trading Activity *(see definitions at the end of the form and guidance note 10)*

The premises will trade as (tick ✓ whichever applies):

a sex cinema

a sex shop

a sex entertainment venue

The premises is proposed to trade on the following days & between the following times:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:	From:	From:	From:	From:	From:	From:
To:	To:	To:	To:	To:	To:	To:



**Part 3 – Declaration for Part B**

**I / We**

*(Insert name(s) of applicant(s))*

Please tick ✓ to confirm yes

- Enclose a **plan** of the premises and also a **diagram** of the premises frontage (this should also indicate window dressing/colour schemes/signage etc) *(see guidance note 12)*
- Enclose any **policies, rules, procedures** or other supporting documentary information in connection with this application
- Understand that if the above requirements have not been satisfactorily complied with my application can not proceed and may 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 including electronically, 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 FOR ANY PERSON TO MAKE A FALSE STATEMENT, OR A STATEMENT WHICH HE/SHE DOES NOT BELIEVE TO BE TRUE, IN OR IN CONNECTION WITH THIS APPLICATION. A PERSON GUILTY OF THIS OFFENCE SHALL BE LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING £20,000.**

**(C) Signatures** *(Please read guidance note 4)*

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

<b>Signature(s):</b>	1: ..... Name:..... Capacity:.....
	2: ..... Name:..... Capacity:.....
	3: ..... Name:..... Capacity:.....
<b>Date:</b>	

## **GUIDANCE NOTES TO ASSIST WITH COMPLETION OF THIS APPLICATION FORM**

- 1) Insert the name(s) of individual applicant(s) or partners or the trading name under which the business operates.
- 2) Insert the postal address, including the name by which the premises to be used as a sex establishment is to be known.
- 3) The full name, date and place of birth, national insurance number and private address of each individual applicant and names and private addresses of all directors must be supplied together with photographic evidence of identity for each person (e.g. a certified copy of passport or driving licence).
- 4) The application form must be signed. 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, all applicants or their respective agents must sign the application form.
- 5) This is the address that we shall use to correspond with the applicant(s) about this application.
- 6) A notice containing details of the application must be advertised on the premises to which the application relates for a continuous period of not less than 21 days from the day following the day on which it was given to the licensing authority, in a position from which it can be conveniently and easily read by members of the public. The Council provides a template to assist with this requirement.
- 7) A notice containing details of the application must be published in a newspaper circulating in the local vicinity of the premises within 7 days of the application be given to the licensing authority. The Council provides a template to assist with this requirement.
- 8) Fee levels may change from time to time. Current fee levels can be obtained via the West Suffolk councils's website or by contacting the Licensing Authority.
- 9) For this purpose a criminal conviction certificate (issued under section 112 Police Act 1997), a criminal record certificate (issued under section 113A Police Act 1997) or the results of a subject access search under the Data Protection Act 1998 (b) of the Police National Computer by the National Identification Service will be satisfactory. This may be obtained from Disclosure Scotland (Tel: 0870 609 6006 website: [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) ) or by contacting your local Police Station. Disclosures provided must be dated within one calendar month of the application date or else they will be rejected.
- 10) Specify the type of sex establishment you intend to operate. Tick ALL boxes that apply to this licence application. Also indicate the times for each day of the week that you propose to operate as a sex establishment. Specify N/A if you do not intend to operate on a particular day.
- 11) The application form must be signed. 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, all applicants or their respective agents must sign the application form.
- 12) A plan of the premises must be submitted with the application, drawn to a legible scale (preferably 1:100) showing all external and internal doors and windows and the position of counters, display stands, booths, video / tv / film screens, exhibition areas, dance / performance / stage / restricted areas fixed seating and tables, bars / counters from which refreshments are available. Further a diagram showing the proposed external appearance/ frontage of the venue (this need not be professionally drawn) and this should include colour scheme, branding, advertising, window dressing, signage etc. Please note that the plan will form part of the licence and conditions.
- 13) Copies of the complete application together with a plan of the premises and any supporting documentation must be submitted to:
  - (a) **The relevant council, either:**
    - (i) **Forest Heath DC, District Offices, College Heath Road, Mildenhall, Suffolk. IP28 7EY, or**
    - (ii) **St. Edmundsbury BC, West Suffolk House, Western Way, Bury St. Edmunds, Suffolk, IP33 3YU**
  - (b) **Police Licensing Team, Landmark House, Egerton Road, Ipswich, Suffolk. IP1 5PF**

The Licensing Authority shall seek professional views on the application from other relevant authorities for example planning, environmental protection or trading standards officers.

Note: The Council may reasonably require the applicant(s) to provide additional documentation in connection with this application. All such requests shall be made in writing (including via email request).

## **CHECKLIST OF ALL DOCUMENTS TO PROVIDE WITH THIS APPLICATION**

- 1) Any **continuation sheets** you have used in connection with this application form (please number, add you name and premises details to every additional sheet you have provided).
- 2) The **plan** of your premises showing the layout, fixtures, fittings and features requested. This need not be professionally drawn but must be to scale (preferably 1:100) clear and legible in all material respects.
- 3) A **diagram** showing the proposed external frontage of your sex establishment. This need not be professionally drawn but should be clear and legible in all material respects (indication of colour scheme and shop signage, naming and branding should also be included).
- 4) The correct **fee** for the application. Cheques should be made payable to 'Forest Heath District Council' or 'St. Edmundsbury Borough Council' and may not be refunded in the event your application is unsuccessful.
- 5) **Proof of address** for all individual applicants – for example a current utility bill or bank statement.
- 6) **Endorsed photographs** of all individual applicants. Photos must be full faced and passport style, and endorsed as a true likeness by a professional person of standing in the community such as a doctor, solicitor, teacher, fire officer, local government officer or councillor. The contact details for the person endorsing the photos should also be provided with the photographs as validation checks will be made.
- 7) **Photographic proof** of identity and age documentation for individual applicants – for example a passport or DVLA photocard driving licence containing a date of birth.
- 8) Any **house rules, policy or similar documents** you propose to operate at the sex establishment, provided in support of your application – for example performer vetting and welfare, customer rules, management and supervision policy/structure, details of membership of a trade association, details of previous relevant experience etc.
- 9) **Criminal records basic level disclosure** or equivalent certificates – which should be no older than one calendar month. The Police may also conduct background checks of any person connected to this application.
- 10) **Any documentation relating to verification** of the entitlement of any applicant to reside or work in the UK (should this be applicable). It should be noted that the West Suffolk councils is registered with the Home Office Evidence and Enquiry Unit and may check the eligibility status of any individual connected with this application.
- 11) Copy of Licensing Act 2003 **premises licence or club premises certificate** if applicable.
- 12) **Serve the application**, together with accompanying documents, to both the Licensing Authority and Chief Officer of Police.
- 13) Copy of the **notice** placed on or near the premises.
- 14) **Copy of the advertisement placed in** a local newspaper.

Note: The Council may reasonably require the applicant(s) to provide additional documentation in connection with this application. All such requests shall be made in writing (including via email request).

**APPENDIX C - PUBLIC ADVERT TEMPLATE \*DELETE AS APPROPRIATE  
FOREST HEATH DISTRICT COUNCIL\*  
ST EDMUNDSBURY BOROUGH COUNCIL\***

**SITE ADVERTISEMENT**

**Application for a Sex Establishment Licence made under the Local Government (Miscellaneous Provisions) Act, 1982, Part II, Schedule 3**

**NOTICE IS HEREBY GIVEN THAT I / WE (FULL NAMES):**

**APPLIED ON (DATE):**

**TO: Forest Heath District Council\* St. Edmundsbury Borough Council\***

**in respect of the premises known as:  
located at (address of premises):**

**for a licence to use the premises as a ‘Sex Establishment’**

**ANY PERSON wishing to oppose the application should write to:**

**\*Forest Heath DC, District Offices, College Heath Road,  
Mildenhall, Suffolk. IP28 7EY**

**\*St. Edmundsbury BC, West Suffolk House, Western Way, Bury  
St. Edmunds, Suffolk, IP33 3YU**

**Correspondence in support of the application should also be sent  
to Business Regulation and Licensing at the above address.**

**Please note that any written representations received in response  
to this consultation are likely to be required to be made available  
for public inspection in accordance with the Local Government  
(Access to Information) Act 1985**

**Representations should be received within 28 days after the date  
of application being made to the council.**

## Appendix D

### Fees for Licensing Sex Establishments

Licences are required under Part II of the Local Government (Miscellaneous Provisions) Act 1982 for the following establishments:

- Sex shops
- Sex cinemas
- Sexual entertainment venues

Schedule 3 of the 1982 Act allows local authorities to set fees for licences of this kind. An applicant for the grant, renewal or transfer of a sex establishment licence is required to pay a reasonable fee determined by the West Suffolk councils. There is no fee for an application to vary the terms, conditions or restrictions on or subject to which a licence is held.

The current scale of fees<sup>#</sup> is:

For an application for the grant of a (new) licence	£3000.00
For an application for the renewal/transfer of a licence with committee	£1400.00
For an application for the renewal/transfer of a licence without committee	£700.00
For an application to vary a licence	£3000.00

The fees for this type of licensing are reviewed every year. The fee for making any application is non-refundable, regardless of outcome of the application. All fees are payable at the time of making and together with an application

Please note that existing lap dancing establishments usually have a Premises Licence in place and pay an annual fee. An operator in this position will have to continue to pay this fee in addition to fees for the grant and subsequent renewal of a sexual entertainment venue licence.

# - Subject to annual review

**APPENDIX E  
FOREST HEATH DISTRICT COUNCIL / ST. EDMUNDSBURY BOROUGH COUNCIL**

**REGULATIONS PRESCRIBING STANDARD CONDITIONS APPLICABLE  
TO LICENSES FOR SEX ESTABLISHMENTS**

**THESE REGULATIONS ARE MADE BY THE COUNCIL UNDER PARAGRAPH 13(1) OF  
THE THIRD SCHEDULE OF THE LOCAL GOVERNMENT (MISCELLANEOUS  
PROVISIONS) ACT 1982 (as amended) AND COME INTO EFFECT ON 14  
December 2011.**

**Notes**

- a) Except where the context demands otherwise the singular includes the plural and the masculine includes the feminine.
- b) Nothing in these rules shall be construed as interfering with (i) the discretion of the licensee or his representative regarding the admission of any person or (ii) the need to strictly comply with all relevant statutory requirements.
- c) These rules are divided into parts as follows:
  - Part I General
  - Part II Rules which apply to all premises
  - Part III Rules which apply to Sex Shops
  - Part IV Rules which apply to Sex Cinemas
  - Part V Rules which apply to Sexual Entertainment Venues
- d) In these rules all references to a British Standard (BS) shall be deemed to refer to the current standard.
- e) A Premises Licence may also be required for the operation of a Sex Cinema.

## **Part I General Definitions**

1. In these Regulations save when the context otherwise requires the following expressions shall have the following meanings:
  - i) "Sex Establishment", "Sex Cinema", "Sex Shop", "Sex Article" and "Sexual Entertainment Venue" shall have the meanings ascribed to them in the Third Schedule of the Local Government (Miscellaneous Provisions) Act 1982.
  - ii) "Premises" means a building or part of a building and any forecourt yard or place of storage used in connection with a building or part of a building which is the subject of a licence for a Sex Establishment granted under the said Third Schedule.
  - iii) "Approval of the Council" or "Consent of the Council" means the approval or consent of the Council in writing.
  - iv) "Approved" means approved by the Council in writing.
  - v) "The Council" means the relevant licencing authority that the premises is based within i.e. either Forest Heath District Council or St. Edmundsbury Borough Council.

### **General**

- 2) In the event of a conflict between these Regulations and any special conditions contained in a licence relating to a Sex Establishment the special conditions shall prevail.
- 3) The grant of a licence for a Sex Establishment shall not be deemed to convey any approval or consent which may be required under any enactment, by law, order or regulation other than the Third Schedule of the Local Government (Miscellaneous Provisions) Act 1982.

## **Part II Rules which apply to all premises**

### **Exhibition of Licence**

- 4) The copy of the Licence and these Regulations which are required to be exhibited in accordance with paragraph 14(1) of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 shall be reproductions to the same scale as those issued by the West Suffolk councils. The copy of the Licence required to be displayed as aforesaid shall be suitably framed and exhibited in a position that it can easily be seen by all persons using the premises. The copy of these Regulations shall be retained in a clean and legible condition.

### **Times of Opening**

- 5) Except with the previous consent of the West Suffolk councils a Sex Establishment shall be open at times to be determined by application and subsequent determination.

### **Responsibility of Licensee**

- 6) The licensee shall take all reasonable precautions for the safety of the public and employees and, except with the consent of the West Suffolk councils, shall retain control over all portions of the premises
- 7) The premises shall not be used for regulated entertainment, exhibition or display of any kind unless the West Suffolk councils's consent has first been obtained and any necessary licence granted.

### **Conduct and Management of Premises**

- 8) The Licensee or some responsible person over 18 years of age nominated by him in writing for the purpose of managing the Sex Establishment in his absence shall be in charge of and upon the Premises during the whole time they are open to the public. Such written nomination shall be continuously available for inspection by an officer authorised in writing by the West Suffolk councils. The person in charge shall not be engaged on any duties which will prevent him from exercising general supervision and he shall be assisted as necessary by suitable adult persons to ensure adequate supervision. The person in charge shall be conversant with these rules a copy of which shall be held on the premises.
- 9) The Licensee or the responsible person approved under Regulation 8 shall maintain a daily register to be kept on the premises in which he shall record the name and address of any person who is to be responsible for managing the Sex Establishment in his absence and the names and addresses of those employed in the Sex Establishment.
- 10) The register is to be completed each day within 30 minutes of the Sex Establishment opening for business and is to be available for inspection by the police and by authorised officers of the West Suffolk councils.
- 11) The Licensee shall ensure that during the hours the Sex Establishment is open for business every employee wears either a badge or a uniform which clearly shows that they are a member of staff. Performer(s) are not expected to wear the badge/uniform during performances.

- 12) A notice showing the name of the person responsible for the management of a Sex Establishment shall be prominently displayed within the Sex Establishment throughout the period during which he is responsible for its conduct.
- 13) Where the Licensee is a body corporate or an unincorporated body any change of director, company secretary or other person responsible for the management of the body is to be notified in writing to the West Suffolk councils within 14 days of such change and such written details as the West Suffolk councils may require in respect of any new director, secretary or manager are to be furnished within 14 days of a request in writing from the West Suffolk councils.
- 14) The Licensee shall maintain good order in the premises.
- 15) The Licensee shall ensure that no part of the premises is used by prostitutes (male or female) for the purposes of soliciting or any other immoral purposes.
- 16) The Licensee shall ensure that the public are not admitted to any part or parts of the Premises other than those which have been approved by the West Suffolk councils.
- 17) Neither the Licensee nor any employee or other person shall seek to obtain custom by means of personal solicitation outside or in the vicinity of the premises.
- 18) No person under the age of 18 shall be admitted to the premises or employed in the business of the sex establishment.
- 19) The Licensee shall comply with all statutory provisions and any regulations made there under.

### **External Appearance**

- 20) No display, advertisement, word, letter, model, sign, light, placard, board, notice, device, representation, photograph, drawing, writing or any matter or thing (whether illuminated or not) shall be exhibited so as to be visible from outside the premises except:
  - i) A sign or notice no larger than A2 (420 × 594mm) in size, bearing the name of the establishment; or
  - ii) Other sign/notice required to be displayed so as to be visible from outside the premises by law, or by any condition of a licence granted by the West Suffolk councils.
  - iii) Such display, advertisement, word, letter, model, sign, light, placard, board, notice, device, representation, drawing, writing, or any matter or thing as shall have been approved by the West Suffolk councils.
- 21) The entrances to the premises shall be of a material or covered with a material which will prevent the interior of the premises being visible to passers by.
- 22) Windows and openings to the premises other than entrances shall not be obscured otherwise than with the consent of the West Suffolk councils but shall have suspended behind them which prevents the interior visible from the street to passers by.

## **State Condition and Layout of the Premises**

- 23) The premises shall be maintained in good repair and condition.
- 24) The number, size and position of all doors or openings provided for the purposes of the ingress and egress of the public shall be approved by the West Suffolk councils and shall comply with the following requirements :
  - i) All such doors or openings approved by the West Suffolk councils shall be clearly indicated on the inside by the word "exit" or graphic type sign.
  - ii) Doors and openings which lead to parts of the premises to which the public are not permitted to have access shall have notices placed over them marked, "private".
  - iii) Save in the case of emergency no access shall be permitted through the premises to any unlicensed premises adjoining or adjacent.
- 25) The external doors to the premises shall be fitted with a device to provide for their automatic closure and such devices shall be maintained in good working order.
- 26) The Licensee shall make provision in the means of access both to and within the premises for the needs of members of the public visiting the premises who are disabled.
- 27) Alterations or additions either internal or external and whether permanent or temporary to the structure, lighting or layout of the premises shall not be made except with the prior approval of the West Suffolk councils.
- 28) All parts of the premises shall be kept in a clean and wholesome condition to the satisfaction of the West Suffolk councils.

## **Maintenance of mean of escape**

- 29) The means of escape provided for all persons on the premises shall be maintained unobstructed, immediately available and clearly identifiable in accordance with the approved arrangements.
- 30) All fire-resisting and smoke stop doors shall be maintained self-closing and shall not be secured open.

## **Fire Appliances**

- 31) Fire appliances and equipment as approved by the Fire Officer shall be efficiently maintained in satisfactory working order and kept available for instant use. They shall be in the charge of a suitable person specially nominated for the purpose.
- 32) Portable fire appliances shall be examined at least once a year and periodically tested in accordance with the current British Standard by a competent person and the date of such test shall be clearly marked on the appropriate extinguishers or on stout tabs securely attached to them. Extinguishers which incorporate an anti-freeze agent shall be examined and recharged in compliance with manufacturer's instructions.

## **Lighting**

- 33) The Licensee or any other person concerned in the conduct or management of the licensed sex establishment shall, in the absence of adequate daylight, ensure that adequate lighting is maintained to the satisfaction of the West Suffolk councils in all parts of the premises to which the public and staff have access and is in operation continuously during the whole time the premises are open to the public.
- 34) The normal lighting shall be maintained alight and the lighting to 'EXIT' notices shall not in any circumstances be extinguished or dimmed while the public are on the premises, provided that so long as there is sufficient daylight in any part of the premises, artificial light need not be used in that part.

## **Electrical Installations**

- 35) The electrical installation for the premises shall be maintained in a safe working condition, as prescribed in the current edition of the Regulations for electrical installations issued by the Institute of Electrical Engineers.
- 36) Unless the West Suffolk councils decide otherwise an inspection certificate, as prescribed in the current edition of the Regulations for electrical installations issued by the Institution of Electrical Engineers, for the electrical installation associated with the premises shall be submitted to the West Suffolk councils at least once every five years or such other time specified on the certificate. The certificate shall be signed by a qualified engineer.

## **Change of Use**

- 37) No change of use of any portion of the premises from that approved by the West Suffolk councils shall be made until the consent of the West Suffolk councils and Suffolk Constabulary has been obtained thereto.
- 38) No change from a Sex Cinema to a Sex Shop or from a Sex Shop to a Sex Cinema shall be effected without the consent of the West Suffolk councils and Suffolk Constabulary.
- 39) Neither Sex Articles nor other things intended for use in connection with, or for the purpose of stimulating or encouraging sexual activity or acts of force or restraint which are associated with sexual activity shall be displayed, sold, hired, exchanged, loaned or demonstrated in a Sex Cinema or a Sexual Entertainment Venue.

## **Admission of Authorised Officers**

- 40) Officers of the West Suffolk councils, Suffolk Constabulary, and other authorised agencies, who are furnished with authorities which they will produce on request, shall be admitted immediately at all reasonable times and at any time the premises are open for business to all parts of the premises.

## **Promotion of Sexual Health**

- 41) Advertisements and posters promoting sexual health and access to support services shall be displayed in the premises. Only those advertisements or posters from the Department for Health, NHS, or approved by the West Suffolk councils will be permitted.

**Part III Conditions Applying to Sex Shops**  
**Goods Available in Sex Establishments**

- 41) All Sex Articles and other things displayed for sale, hire, exchange or loan within a Sex Shop shall be clearly marked to show to persons who are inside the Sex Shop the respective prices being charged.
- 42) All printed matter offered for sale, hire, exchange or loan shall be available for inspection prior to purchase, hire, exchange or loan and a notice to this effect is to be prominently displayed within the Sex Establishment.
- 43) No film or video film shall be exhibited, sold or supplied unless it has (a) been passed by the British Board of Film Censors and bears a certificate to that effect or (b) approved by the West Suffolk councils and is a reproduction authorised by the owner of the copyright of the film or video film so certified.

## Part IV Conditions Applying to Sex Cinemas Film Categories

1. The categories U, PG, 12, 15, 18 and RESTRICTED 18 have the following effect:

U	Universal.- Suitable for all
PG	Parental Guidance. Some scenes may be unsuitable for young children.
12	Passed only for persons of 12 years and over.
15	Passed only for persons of 15 years and over.
18	Passed only for persons of 18 years and over.
RESTRICTED (18)	Passed only for persons of 18 or over who are members (or their guests) of a properly constituted club.

### Exhibition of Films

2. 'Film exhibition' means film exhibitions as defined in the Cinemas Act 1985; i.e. any exhibition of moving pictures which is produced otherwise than by the simultaneous reception and exhibition of (a) television programmes, broadcast by the British Broadcasting Corporation or the

Independent Broadcasting Authority or (b) programmes included in a cable programme service which is or does not require to be licensed under Section 4 of the Cable and Broadcasting Act 1984.

3. No film shall be exhibited at the premises unless:
  - (a) it is a current news-reel; or
  - (b) it has been passed by the British Board of Film Classification as a U, PG, 12, 15, 18 or RESTRICTED (18) film and no notice of objection to its exhibition has been given by the West Suffolk councils;

### RESTRICTED (18) films

4. Films in the RESTRICTED (18) category may be shown at the premises only with the West Suffolk councils's prior written consent and in accordance with the terms of any such consent.

### Unclassified Films

5. Not less than twenty-eight days notice in writing shall be given to the West Suffolk councils of any proposal to exhibit any other film which has not been classified as specified in rules 45 and 47 above. Such a film

may only be exhibited if the West Suffolk councils's prior written consent has been obtained and in accordance with the terms of any such consent.

### **Persons under 18 Notice**

6. No person appearing to be under the age of 18 shall be admitted to any part of the programme and the licensee shall display in a conspicuous position at each entrance to the premises a notice in clear letters in the following terms:

PERSONS UNDER 18 CANNOT BE ADMITTED TO THIS CINEMA FOR ANY PART OF THE PROGRAMME.

### **Category notices**

7. A representation or written statement of the terms of any certificates given by the British Board of Film Censors or the British Board of Film Classification shall be shown on the screen immediately before the showing of any film to which it relates and the representation or statement shall be shown for long enough and in form large enough for it to be read from any seat in the auditorium.

### **Timetable of films**

8. The licensee shall display in a conspicuous position, to the satisfaction of the West Suffolk councils, at each entrance to the premises, during the whole time the public are being admitted to the premises and so as to be easily seen and read by the public, a timetable of the films on exhibition.

### **Advertisements**

9. No advertisement displayed at the premises of a film to be exhibited at the premises shall depict as a scene or incident in the film any scene or incident which is not included in the film as certified by the British Board of Film Censors or the British Board of Film Classification or approved for exhibition by the licensing authority, as the case may be.
10. Where the licensing authority has given notice in writing to the licensee of the premises objecting to an advertisement on the ground, that, if displayed, it would offend against good taste or decency or be likely to encourage or incite to crime to lead to disorder or to be offensive to public feeling, that advertisement shall not be displayed at the premises except with the prior consent in writing of the licensing authority.

### **Objection to exhibition of film**

11. Where the licensing authority has given notice in writing to the licensee of the premises prohibiting the exhibition of a film on the ground that it contains material which, if exhibited, would offend against good taste or decency or would be likely to encourage or incite to crime or to lead to disorder or to be offensive to public feeling, that film shall not be exhibited in the premises except with the prior consent in writing of the licensing authority.

## **Additional conditions for 'Club' Cinemas showing films in the restricted classification**

12. Additional Conditions include:

- No club showing films in the 'restricted 18' category may operate in a multi-screen complex whilst persons under 18 are being admitted to any performance in the complex unless the West Suffolk councils's written consent has first been obtained.
- When the programme includes a film in 'restricted 18, category the licensee shall display in a conspicuous position at each entrance to the premises a notice in clear letters in the following terms:

"CINEMA CLUB - MEMBERS AND GUESTS ONLY. PERSONS UNDER 18 CANNOT BE ADMITTED TO THIS CINEMA FOR ANY PART OF THE PROGRAMME".

(In case of a multi-screen complex where consent has been granted the notice shall specify the particular part of the premises in which films in the 'restricted 18' category are being exhibited).

- The timetable of films required by rule 52 shall include the following addition to the categories shown;  
  
"Category 'RESTRICTED 18' passed only for persons of 18 years and over who are either members of the cinema club or who are guests of a member".
- All registers of members and all visitors, books of their guests shall be available for immediate inspection by the West Suffolk councils's Officers during any performance, or at any other reasonable time.
- Tickets shall in no circumstances be sold to persons other than members.
- No persons under 18 years of age shall be employed in any capacity at licensed premises which are operating as cinema clubs.
- Subject to prior written consent by the West Suffolk councils, a subscription may entitle the club member to attend other clubs under the same management.

Membership rules for these club cinemas shall include the following:

- a. The club rules must be submitted to the West Suffolk councils 14 days before the club commences operations and notice of all rule changes shall be given to the West Suffolk councils within 14 days of the change.
- b. Only members and their guests shall attend exhibitions of moving pictures classified in a restricted classification

- c. Membership shall be open to persons of both sexes of not less than 18 years of age. Applications for membership, including both name and address, shall be in writing, signed by the applicant, and if deemed necessary such applicants shall provide satisfactory references and proof of age.
- d. No person shall be admitted to membership until the expiration of at least 24 hours after such written application has been approved by the licensed proprietors.
- e. New members shall be supplied with a personal copy of the club rules before being admitted to membership and be given a copy of any rule changes within 14 days of the change.
- f. An annual subscription shall be fixed for the club and shall run for 12 months from the date of registration. Membership may be renewed annually at the subscription for the time being in force, but the licensed proprietors may refuse to renew any membership without assigning reason for such refusal.
- g. Members shall be entitled on any day to bring not more than one guest to accompany the member, and the name of the guest shall be entered in the visitors' book and counter-signed by the member.
- h. On admission a member and his guest shall be bound by the rules of the club and by any by-laws and regulations made there under.
- i. Tickets shall be sold only to members on the production of a membership card, and members shall, if required, sign an acknowledgement for the ticket or tickets issued.
- j. Membership cards shall be personal to the member and shall not be transferable to any other person.
- k. Neither membership tickets nor guest tickets shall be transferable.
- l. No member shall introduce as a guest any persons under the age of 18 or any persons whose application for membership has been refused. The proprietors will reserve the right to refuse admission to any person.
- m. Proof of identify, or of age, or of any particulars of any guest shall be produced by any member or guest if demanded by the licensed proprietors.
- n. Members shall undertake to behave in a proper and orderly manner. Any member or guest acting in a manner which is offensive, or a nuisance or annoyance to others may be refused admission or expelled from the premises. A member may also be deprived of membership.

## **Sale of sex articles**

13. Neither sex articles nor other things intended for use in connection with, or for the purpose of stimulating or encouraging sexual activity or acts of force or restraint which are associated with sexual activity shall be displayed, sold, hired, exchanged, loaned or demonstrated in a 'sex cinema'.

## **Part V Conditions Applying to Sexual Entertainment Venues**

### **Times of Relevant Entertainment**

1. Relevant entertainment shall be permitted at the premises on the days and at the times specified in the licence.

### **Performances of Relevant Entertainment**

2. The performance of relevant entertainment within the premises shall not be visible from any area outside of the premises at any time.

### **Age Restrictions**

3. A prominent clear notice shall be displayed at each entrance to the premises advising customers that no person under 18 will be admitted and they may be asked to produce evidence of their age.
4. All members of staff at the premises shall seek "credible photographic proof of age evidence" from any person who appears to be under the age of 25 years and who is seeking access to the premises. Such credible evidence, which shall include a photograph of the customer, will either be a passport, photographic driving licence, or Proof of Age card carrying a "PASS" logo.

### **Staff**

5. All staff employed to work at any premises licensed as a Sexual Entertainment Venue shall be required to provide a basic Criminal Records Bureau disclosure to the Licensing Authority in which the premises is located.

### **Club Rules**

6. The premises must provide a copy of its Club Rules to the West Suffolk councils and Suffolk Constabulary.
7. All performers and staff shall be aware of the Club Rules.
8. All dancers, staff and door supervisors shall read a copy of the rules relating to operating relevant entertainment. They shall sign and date a copy which shall be retained by the premises as part of their due diligence.

### **Management Operation Manual**

9. A Management Operation manual detailing all aspects of procedure when the premise is operating relevant entertainment shall be produced and approved by Suffolk Constabulary. This document shall be on going and under constant review.

### **Performers**

10. Performers shall be aged not less than 18.
11. All performers shall be aware of the Management Operation.

12. A log book shall be maintained on the premises detailing the names, start and finish times of individual performers involved in all forms of adult entertainment.
13. At all times during the performance, performers shall have direct access to a dressing room without passing through or in close proximity to the audience.
14. On leaving the premises performers, who wish to be, shall be escorted by a staff member to their vehicle or other safe location.
15. The operator / licence holder is responsible for adequately vetting staff and performers, details and records of which should be securely stored with the management operation manual.

### **Performances**

15. Whilst dancers are performing there shall be a minimum distance of one metre between the dancer and the seated customers and prominent, clear notices shall be displayed at each table stating this requirement.
16. There shall be no physical contact between customers and the dancers except for the placing of money or tokens in a garter or into the hands of the dancer at the beginning or conclusion of a performance.
17. No performances shall include any sex act with any other performer, persons in the audience or with the use of any object.
18. No audience participation shall be permitted.
19. Signs displaying the rules on the performance relevant entertainment will be displayed throughout the premises and be clearly visible to patrons. This will include any private individual booth area.
20. In the event of the relevant entertainment be performed for private viewing, the patron shall be informed of the duration and price of the relevant entertainment, and the details shall be specified in a clearly visible notice in each area designated for private relevant entertainment.

### **Door Supervisors**

21. An adequate number of registered Door Supervisors shall be on duty on the premises whilst relevant entertainment takes place. There shall be at least one Door Supervisor on each entrance, in each separate part of the premises and on the door to the dressing room.
22. The Door Supervisors shall be on duty at the premises at all times when the premises provide relevant entertainment.
23. All Door Supervisors working outside the premises or whilst engaged in the dispersal of patrons at the close of business shall wear 'High Visibility Clothing'.
24. The premises shall be a member of the Radiolink scheme or its equivalent.

## **Closed Circuit Television (CCTV)**

25. A CCTV system shall be installed to cover all entrances and exits to the premises, and areas where relevant entertainment will take place. This system must be installed and fully operational before the premises opens for the licensable activity applied for. All cameras shall continually record whilst the premises are open to the public and video recordings shall be kept available for a minimum of 31 days with date and time stamping.
26. CCTV will be provided in the form of a recordable system, capable of providing evidential quality in all lighting conditions particularly facial recognition. To obtain a clear head and shoulders image of every person entering the premises on the CCTV system, persons entering the premises should be asked to remove headwear, unless worn as part of religious observance.
27. The CCTV system shall incorporate a recording facility and any recordings shall be retained and stored in a suitable and secure manner for a minimum of one calendar month. A system shall be in place to maintain the quality of the recorded image and a complete audit trail maintained. The system will comply with other essential legislation, and all signs as required will be clearly displayed. The system will be maintained and fully operational throughout the hours that the premises are open for any licensable activity.
28. A plan shall be submitted illustrating the position of all cameras and shall be with the approval of Suffolk Constabulary.
29. A member of staff who is fully trained in the use of the system shall be on duty at all times when the premises is open till the premises is clear of customers, cleared of staff and closed.
30. The premises will provide any footage upon request by Suffolk Constabulary or the Licensing Authority within 24 hrs of the request.
31. The recordings for the preceding two days shall be made available immediately upon request, and recordings outside this period shall be made available within 24 hours.

## **Crime Survey**

32. Upon completion of a crime survey by Suffolk Constabulary, the Licence Holder shall act accordingly with all reasonable recommendations of the survey in so far as they relate to licensable activities.

## **Layout of premises**

33. The approved activities shall take place only in the areas designated by the Licensing Authority and Suffolk Constabulary.
34. All dance booths are to be equipped with a panic alarm for safety, or supervised by a registered/licensed door steward with radio link to other door stewards.

35. Arrangements shall be put in place to restrict access to the dressing room at all times when the relevant entertainment is taking place, and until such time as all performers have vacated it.
36. The approved access to the dressing room(s) shall be maintained whilst striptease or entertainment of a like kind is taking place.
37. The layout within areas used by customers shall not under go substantial change without the prior written consent of both Suffolk Constabulary and the Licensing Authority.

### **Change of Use of Premises**

38. The Licensing Authority and Suffolk Constabulary must be informed should the licensee seek to change the use of the establishment to another form of sex establishment.

### **Sale of Goods**

39. Neither sex articles nor other things intended for use in connection with, or for the purpose of stimulating or encouraging sexual activity or acts of force or restraint which are associated with sexual activity shall be displayed, sold, hired, exchanged, loaned or demonstrated in a 'Sexual Entertainment Venue'.

## **Appendix F**

### **Refusals and Revocations of licences**

1. The Council must refuse to grant or transfer a licence to:-
  - (a) A person under the age of 18;
  - (b) A person who is for the time being disqualified from holding a licence;
  - (c) A person who is not resident in the United Kingdom or was not so resident throughout the period of 6 months immediately preceding the date upon which the application was made;
  - (d) A body corporate which is not incorporated in the United Kingdom;
  - (e) A person who has, within the period of 12 months immediately preceding the date upon which the application was made, been refused the grant or renewal of a licence for the premises, vehicle or stall in respect of which the application is made, unless the refusal has been reversed on appeal.
2. The Council may refuse
  - (a) an application for grant or renewal of a licence on one or more of the grounds shown in paragraph 3 below;
  - (b) an application for transfer of a licence on either or both of the grounds shown in paragraph 3 (a) and (b) below.
3. The grounds for refusal are:-
  - (a) that the applicant is unsuitable to hold the licence by reason of having been convicted of an offence or for any other reason;
  - (b) that if the licence were to be granted, renewed or transferred the business to which it relates would be managed by or carried on for the benefit of a person, other than the applicant, who would be refused the grant, renewal or transfer of such a licence if he made the application himself;
  - (c) that the number of sex establishments in the relevant locality that the application is made is equal to or exceeds the number which the West Suffolk councils considers is appropriate for that locality;
  - (d) that the grant or renewal of the licence would be inappropriate having regard to:-
    - i. the character of the relevant locality;
    - ii. the use to which any premises in the vicinity are put; or
    - iii. the layout, character or condition of the premises, vehicle, vessel or stall in respect of which the application is made.
4. Nil may be an appropriate number for the purposes of paragraph 3 (c) above.

## **Appendix G**

### **Procedure for the Conduct of Sex Establishment Licensing Hearings**

#### **Procedure**

1. The Chairman should ask whether the applicant, if unaccompanied, was aware that they could be represented.
2. The Chairman should introduce those present at the meeting and state their position if Officers.
3. The Chairman should then request the appropriate Officer of the West Suffolk councils to outline the matter under consideration.
4. The Applicant should then present their opening submission.
5. Members of the Committee and Council Officers will then have the opportunity to question the applicant regarding their opening submission.
6. Any Objectors would then be invited to address the Committee in relation to the relevant parts of their previously submitted representation. This may be subject to a time limit, which will be advised in advance of the hearing.  
  
**N.B.** This will occur only if Chairman has exercised his/her discretion to allow Objectors to address the Committee. As case law and legislation restricts objectors addressing the Committee, the Committee and the applicant are not permitted to ask questions of the objectors.
7. The applicant should then present their main submission which should include their response to objections, and call any necessary witnesses.
8. Members of the Committee and Council Officers will then have the opportunity to question the applicant regarding their main submission.
9. The applicant will then have the opportunity to sum up and generally have the right of final reply.
10. The Committee will then retire to obtain legal advice (see note i). The Legal Officer will retire with them.
11. The Committee will, unless an adjournment or deferral is necessary, return and the Decision will be read out.

#### **NOTES:**

Note i – Exclusion of the Public Procedure: - Paragraph 5 of Part 1 of Schedule 12A Local Government Act 1972, as amended. (Chairman will call for a proposal to exclude press and public, followed by a Secorder and vote will be taken.)

## **General**

1. The case for any party should only be put in the presence of the others, unless one party voluntarily chooses to leave the meeting. It is vital that all Members of the Committee present at the opening of the meeting remain present throughout the hearing, any Member arriving after consideration of the item has commenced should not take part in deliberations.
2. Members of the Committee should, during the hearing, confine themselves to questions and not embark upon discussion of the merits of the application.
3. Applications for adjournments should be granted if refusal would deny the applicant a fair hearing.
4. The Chairman may after consultation with the Solicitor present at the meeting vary the provisions of this Code of Conduct if deemed appropriate in the particular circumstances of an item of business being considered by the Committee.
5. The Chairman's ruling, in relation to this code and the conduct of the hearing, is final.

## Appendix H

### SCHEDULE OF DELEGATED AUTHORITY

<b>Matter to be dealt with</b>	<b>Full Committee or Licensing Sub Committee</b>	<b>Officers</b>
Grant (First or New) of an Application for the grant of any type of Sex Establishment Licence.	If a relevant objection received or Officers have concerns in respect of the application or characteristics of the locality.	All other cases
Decision on whether an objection is frivolous or vexatious.		In respect of all Applications.
Decision on whether an objection is irrelevant.		All cases
Application for Waiver of Licence in respect of any type of Sex Establishment Licence.	All cases	
Refusal of an Application for the grant of any type of Sex Establishment Licence on the grounds of the Applicant being under the age of 18.		All cases
Refusal of an Application for the grant of any type of Sex Establishment Licence on the grounds of the Applicant being a person who is for the time being disqualified from holding a licence following revocation of such a licence.		All cases
Refusal of an Application for the grant of any type of Sex Establishment Licence on the grounds of the Applicant being a person, other than a body corporate, who is not resident in an EEA state or was not so resident throughout the period of 6 months immediately preceding the date when the application was made.		All cases
Refusal of an Application for the grant of any type of Sex Establishment Licence on the grounds of the Applicant being a body corporate which is not incorporated in an EEA state.		All cases
Refusal of an Application for the grant of any type of Sex Establishment Licence on the grounds		All cases

<b>Matter to be dealt with</b>	<b>Full Committee or Licensing Sub Committee</b>	<b>Officers</b>
of the Applicant being a person who had, within a period of 12 months immediately preceding the date when the application was made, been refused the grant or renewal of a licence for the premises, vehicle, vessel or stall in respect of which the application is made, unless the refusal has been reversed on appeal.		
Refusal of an Application for the grant, renewal or transfer of any type of Sex Establishment Licence on the grounds that the applicant is unsuitable to hold the licence by reason of having been convicted of an offence or for any other reason.	All cases	
Refusal of an Application for the grant, renewal or transfer of any type of Sex Establishment Licence on the grounds that if the licence were to be granted, renewed or transferred the business to which it relates would be managed by or carried on for the benefit of a person, other than the applicant, who would be refused the grant, renewed or transfer of such a licence if he made the application himself.	All cases	
Refusal of an Application for the grant or renewal of any type of Sex Establishment Licence on the grounds that the number of sex establishments or of sex establishments of a particular kind, in the relevant locality at the time the application is made (determined) is equal to or exceeds the number which the authority consider is appropriate for that locality.	All cases	
Refusal of an Application for the grant or renewal of any type of Sex Establishment Licence on the grounds that the grant or renewal of the licence would be inappropriate, having regard – (i) to the character of the relevant locality; or (ii) to the use to which any	All cases	

<b>Matter to be dealt with</b>	<b>Full Committee or Licensing Sub Committee</b>	<b>Officers</b>
<pre> premises in the vicinity are put; or (iii) to the layout, character or condition of the premises, vehicle, vessel or stall in respect of which the application is made. </pre>		
Refusal of an Application for the Variation of the terms, conditions or restrictions on or subject to which the licence is held for any type of Sex Establishment Licence.	All cases	
Revocation of a licence.	All cases	