

Application for a Licence for a Sexual Entertainment Venue (SEV)

Local Government (Miscellaneous Provisions) Act 1982
as amended by the Policing and Crime Act 2009

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

Please tick as appropriate:

- Grant
 Renewal

Please read the following instructions and any guidance leaflet enclosed with this document before completing your application form.

1. If you are completing the form by hand please write legibly in BLOCK CAPITALS and write in BLACK INK.
2. In all cases ensure that your answers are inside the boxes. Use additional sheets as necessary.
3. The Licensing Authority will notify you of any error or omission in the application. If you fail to rectify any error the Licensing Authority may refuse your application.
4. The completed application must be returned to The Licensing Team, East Lindsey District Council, Tedder Hall, Manby Park, Louth. Lincolnshire, LN11 8UP.
5. The application must be accompanied by the appropriate application fee. Details of application fees are available by contacting the Licensing Team.

Cheques should be made payable to 'East Lindsey District Council'.

Please note that we no longer accept cash for the payment of licence application fees.

The Licensing Team is able to provide facilities for licence payments by credit and debit cards. Further information on payment by credit or debit card is available by contacting the Licensing Team direct.

6. The application must be accompanied by a scale plan of the premises, which meets the detailed requirements described in Appendix A at the rear

of this form. The recommended scale of the plan is 1:100. Any different scale plan must be agreed with the Licensing Team prior to the submission of the licence application. The plan must show all means of ingress and egress to and from the premises, parts used in common with any other building, and details of how the premises lie in relation to the street. In addition the plan must show:

- the area where the entertainers perform,
 - the means of access and egress to and from the performance area,
 - the performers' dressing room,
 - the seating layout for the customers.
7. The Licensing Authority will consult with the Chief Officer of Police in relation to the licence application.
 8. The licence application must be advertised at the premises and in a local newspaper circulating in the area of the premises concerned. A template for the required notice is available by contacting the Licensing Team. A copy of the newspaper in which notice of the application has been published must be forwarded in due course to the Licensing Team.
 9. You are advised to fully acquaint yourself with the Council's Sex Establishment Licensing Policy and Standard Licence Conditions in relation to SEVs before submitting a licence application. As part of the application, you must submit an Operating Schedule showing how you will operate the premises, so as to comply with the Council's standard licence conditions. The Operating Schedule must detail:
 - stewarding arrangements, including the
 - means by which physical contact between the audience and performers will be prevented.
 - the appearance and content of any advertising material outside and inside the premises.
 - the means by which potential customers will be made aware of the nature of the performance.

10. Private Booths and Private Performing Areas - There will be a presumption against granting consent for private booths or private performing areas on the premises, unless the Council are satisfied that the relevant risk assessments have been undertaken and adequate safety measures and assurances are in place.
11. Any premises from which a SEV operates may require planning permission. Applicants are advised, therefore, to contact this Authority's Development Control Team, for further information regarding planning matters.
12. A Sexual Entertainment Venue (SEV) is defined as 'any premises at which relevant entertainment is provided before a live audience for the financial gain of the organiser or the entertainer'. 'Relevant entertainment' is defined as '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. in a private booth.

The category 'sexual entertainment venues' includes the following forms of entertainment as they are commonly understood:

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

Further information is available by contacting the Licensing Team.

Section A – What do you want to do?

1. Please indicate what you would like to do (please tick the appropriate box):
- a) Apply for a SEV licence in respect of an existing premises that is currently licensed to provide lap or pole dancing (or other similar sexual entertainment) under the Licensing Act 2003
- If so, please provide details (e.g. the existing premises licence reference number):
-
- b) Apply for a SEV licence in respect of a new SEV premises
2. Are you aware of any premises licence, issued under the Licensing Act 2003, which exists in relation to the premises to which this SEV licence application relates (e.g. a premises licence which authorises the sale of alcohol, late night refreshment, etc.)?
- YES NO If 'YES' provide details (e.g. the premises licence reference number):
-
- If 'NO' do you intend to apply for a premises licence under the Licensing Act 2003?
- YES NO N/A

Section B – General Information (including applicant details)

3. Name of Premises:
4. Address of Premises (including post code):
-
5. a) Telephone number of the premises:
- b) Website address:
6. Please state whether you are applying for a premises licence as:
- An individual or individuals..... (Answer Question 7)
- A person other than an individual(s) (i.e. a partnership, limited company, etc.)..... (Answer Question 8)

7. Individual Applicants (fill in as applicable):

Full Name:

Postal Address (including post code):

Date of Birth:

Daytime Contact

Telephone Number:

E-Mail Address:

Full Name:

Postal Address (including post code):

Date of Birth:

Daytime Contact

Telephone Number:

E-Mail Address:

8. Applicants other than an individual person (fill in as applicable):

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

Name:

Address (including post code):

Registered Number
(where applicable):

Description of applicant
(for example partnership,
company):

Telephone Number:

E-Mail Address:

9. Name, address (including post code), telephone and e-mail of agent (e.g. solicitor) if submitted on behalf of the applicant:

10. Address (including post code) to which communications are to be sent:

11. What is the nature of the applicant's interest in the premises?

Please state whether it is:

a) freehold; or If freehold go to question 14.

b) leasehold: If leasehold answer questions 12 and 13.

12. If leasehold, please state the name, address and postcode of the landlord:

13. To the applicant's knowledge, has the landlord consented to the use of the premises as a sexual entertainment venue?

YES NO If YES, what evidence is available to support this?

Section C – Operation of the Business (Operating Schedule)

As part of the application, you must submit the following Operating Schedule showing how you will operate the premises, so as to comply with the Council's standard licence conditions. In particular the Operating Schedule must detail:

- stewarding arrangements, including the means by which physical contact between the audience and performers will be prevented.
- the appearance and content of any advertising material outside and inside the premises.
- the means by which potential customers will be made aware of the nature of the performance.

A copy of the standard conditions is available by contacting the Licensing Team.

14. Under what name will the business be known?

15. What is the nature of the entertainment to be provided?

- | | | | | |
|----------------|-----|--------------------------|----|--------------------------|
| Lap dancing | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| Pole dancing | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| Table dancing | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| Strip shows | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| Peep shows | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| Live sex shows | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

16. Please describe the arrangements for the welfare of staff who are to work in the premises, particularly those involved in any performances:

17. Please describe the stewarding arrangements, including the means by which physical contact between the audience and performers will be prevented:



18. Please describe the appearance and content of any proposed advertising material outside and inside the premises. This description must include any proposed advertisements or displays to be exhibited, providing examples where available, including those to be displayed on the front, façade or fascia of the premises; on leaflets; or on the internet:



19. Please describe the means by which potential customers will be made aware of the nature of the performance:

20. What means will be taken to:

a) Prevent the interior of the premises being visible to passers-by?

b) Prevent under 18s gaining entry to the premises?

21. Please use this space to provide any other relevant information on how you will operate the premises, so as to comply with the Council's standard licence conditions:

22. Give details of the proposed opening hours (hours and days of the week):

23. Will the premises require any seasonal or other variations in relation to hours (e.g. longer or different hours for New Years Eve or Bank Holidays)?

24. Are the whole of the premises described in response to Question 4 above to be used under the SEV licence?

YES NO

25. If the answer to question 24 above is 'NO' please state:

a) which part of the premises is to be used for the purposes of the SEV licence:

b) the use to which the remainder of the premises are put:

c) the names and addresses of those who are responsible for the management of the remainder of the premises:

26. Are the premises which are to be used for the purposes of the SEV licence so constructed or adapted as to permit access to and from the premises for members of the public who are disabled?

YES NO

27. If the answer to question 26 above is 'NO' please state the applicant's proposals for affording such access:

28. **Private Booths and Private Performing Areas – Applicants are reminded that there will be a presumption against granting consent for private booths or private performing areas on the premises, unless the Council are satisfied that the relevant risk assessments have been undertaken and adequate safety measures and assurances are in place.**

Do you wish to provide private booths or private performing areas?

YES NO

If 'YES' provide details including the proposed control measures and assurances that you will undertake in order to ensure the safety of performers, customers, etc. This should include copies of your fully completed risk assessments detailing the risks and the measures taken to negate / reduce those risks:

29. **Has the premises benefitted from the infrequent events exemption in the 1982 Act (as amended by the Policing and Crime Act 2009) to allow relevant sexual entertainment without a SEV licence?**

YES NO N/A

If YES, please give full details (including dates, times and type of entertainment):

30. Please provide details of those persons involved in the management of the SEV premises in the absence of the licence holder:

Date of birth	
Permanent address	
Former name (if any)	
Surname	
Forename	

31. In respect of all persons listed in this SEV licence application give details of their occupations during the 5 years immediately prior to the application being made.

These must include the names and addresses of all employers and the nature and dates of employment.

Forename	
Surname	
Permanent address during period of relevant employment	
Employer's name and address	
Description or nature of work	
Period of employment from/to	

32. In respect of all persons or the body / company listed in this SEV licence application please give details of all previous convictions (apart from those deemed 'spent' under the terms of the Rehabilitation of Offenders Act 1974) and relevant cautions:

Forename	
Surname	
Date of conviction	
Place of conviction	
Nature of offence	
Sentence	

33. Have you any reason to believe that any prosecutions are pending against any of the persons / bodies whose names are given in this SEV licence application?

YES NO If 'YES' give details:

34. Has any person / body named in this application been associated in any way with any other application for a licence for a SEV or sex establishment in the United Kingdom (including where an application for a licence was refused)?

YES NO

If 'YES' give full details (including the name and address of the premises and the name of the Local Authority).

35. Is there in force, against the applicant or any of the persons whose names appear in the application, a disqualification from holding a licence for a sex establishment under Section 17(3) of the Local Government (Miscellaneous Provisions) Act 1982?

YES NO If 'YES' give full details:

36. Is there any further information which the applicant would wish the Council to take into account when considering this application? This space may also be used to amplify any replies to other questions.

YES NO If 'YES' give full details:

Continue on separate sheet if necessary

APPLICANTS ARE WARNED THAT ANY PERSON WHO, IN CONNECTION WITH AN APPLICATION FOR THE GRANT, RENEWAL OR TRANSFER OF A LICENCE MAKES A FALSE STATEMENT WHICH HE KNOWS TO BE FALSE IN ANY MATERIAL RESPECT, OR WHICH HE DOES NOT BELIEVE TO BE TRUE, IS GUILTY OF AN OFFENCE AND LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING £20,000.

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

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998 and the Freedom of Information Act 2000. The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.

DECLARATION

I

declare that the information given above is true and complete in every respect.

Dated this day of 20

Signature:

Designation of Signatory:

Application for Sexual Entertainment Venue (SEV) Licence

Statement of Policy about Relevant Convictions

When submitting an application for a SEV Licence you are requested to declare any convictions or cautions you may have unless they are regarded as "spent" under the Rehabilitation of Offenders Act, 1974. The information you give will be treated in confidence and will only be taken into account in relation to your application.

The disclosure of a criminal record or other information will not debar you from gaining a licence unless the Authority considers that the conviction or caution renders you unsuitable. In making this decision the Authority will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors, which may be relevant.

Any applicant refused a SEV Licence on certain specific grounds has a right of appeal to a Magistrates' Court. However, not all grounds of refusal carry a right of appeal. Further information on rights of appeal is available by contacting the Licensing Team.

If you would like to discuss what effect a conviction or caution might have on your application you may contact the Council's Licensing Team.

Form Last Revised February 2018

Contact Details:

Licensing Team

East Lindsey District Council
Tedder Hall
Manby Park
Louth
Lincolnshire
LN11 8UP

Tel: 01507 601111
E-Mail: licensing@e-lindsey.gov.uk
Website: www.e-lindsey.gov.uk

For Office Use Only

Payment received:

Appendix A - Application for a Licence for Sexual Entertainment Venue (SEV) - Plan of the Premises

The licence application must be accompanied by a scale plan of the premises, which meets the detailed requirements described below. The recommended scale of the plan is 1:100. Any different scale must be agreed with the Licensing Authority prior to the submission of the licence application.

The plan must show:

1. The layout of the premises including:
 - The area where the entertainers will perform,
 - The means of access and egress to and from the performance area,
 - The performers' dressing room,
 - The seating layout for the customers,
 - The cloakroom,
 - The bar or bars.
2. The extent of the boundary of the premises outlined in red.
3. The extent of the public areas outlined in blue.
4. Uses of different areas in the premises, (e.g. performance areas, reception, etc.)
5. Structures or objects (including furniture) which may impact on the ability of individuals to use exits or escape routes without impediment.
6. Location of points of access to and egress from the premises.
7. Any parts used in common with other premises.
8. Position of CCTV cameras.
9. Where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor.
10. Where the premises includes any steps, stairs, elevators or lifts, the location of the same.
11. The location of any public conveniences, including disabled WCs.
12. The position of any ramps, lifts or other facilities for the benefit of disabled people.
13. Any level changes at the entrance to or within public parts of the premises which may be inaccessible to disabled people.
14. The location and type of any fire safety and any other safety equipment.
15. The location of any kitchen on the premises.
16. The location of emergency exits.

The plan must also show how the premises lie in relation to the street.

Data Protection Notice – Sex Establishment Licence

East Lindsey District Council is a Data Controller and can be contacted at:
Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP
Tel: 01507 601111

The Data Protection Officer for this Authority can be contacted at the same address.

We are collecting your personal data in order to process your application under Licensing Legislation as we are the Licensing Authority.

Your data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

In line with our retention policy your data will be kept for the period of time that you hold a licence with this Authority and then for a further 6 years after your last licence expires. The data will then be deleted / destroyed at the end of the aforementioned 6 year period.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at:
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Tel: 0303 123 1113

If you do not provide the information required on the form then we will not be able to process your application for a licence.

For further information on our Data Protection Policies please go to our website: www.e-lindsey.gov.uk