

Mole Valley District Council

Guidance Notes for Applicants

The following notes are only a guide to applying for a Sex Establishment Licence and are not comprehensive.

You will need to:

- Complete all sections of the application form, sign it and return it to this office.
- Enclose the appropriate fee with your application.
- Provide plans, certificates or other documents as required by this department.
- Display the enclosed large notice at the premises for 21 days (*new and variation applications only*).
- Place an advertisement in a local newspaper advertising the application using the enclosed form (*new and variation applications only*) and send the newspaper with the advertisement to us.

Consultation Process

You will need to send a copy of your application form to:

- ***The Licensing Officer, Surrey Police, Leatherhead Police Station, 44 Kingston Road, Leatherhead, Surrey, KT22 7BN***, who comment on the management of the premises and disturbance to local residents.

The Police, who will contact you directly to make an appointment, may visit you. They will notify you of any necessary changes in writing. If you are applying for a *new* or *variation* licence, we also undertake a letter drop to residents living within a minimum of 100 metres of the premises, the local Councillors and the Parish Council, advising them of the application. On renewal of a Licence, we write to any members of the public who have complained to us about the premises during the last licence period, asking if they wish to object to the application.

We cannot issue a Licence until you comply with all our application requirements and we have received comments from all the people that we consult. This means that applications often take several weeks to process.

Objections

If we receive objections to the application, the Council's Licensing Sub Committee will determine the application. We will send you details of any objections received with details of the Committee procedure and the date of the hearing when it has been set.

Provisional Grant

We may grant a provisional licence for *new* applications when you need to undertake works to the premises. It will be a condition of your licence that you cannot use it until you have completed all the works to the Council's satisfaction and we have issued written confirmation that we have brought the licence into effect.

Fee

The fee for a yearly sex establishment licence is £1500. The fee covers the cost of visits to the premises, administrative fees and any Committee hearing. If you do not enclose the correct fee with your application it will not be processed. You should make cheques payable to "Mole Valley District Council".

Further information

If you need further information regarding your application for a Sex Establishment please email the Senior Licensing Officer at licensing@molevalley.gov.uk