



RESPONSIBLE AUTHORITIES - LICENSING ACT 2003

If you are applying for a new Premises Licence/Certificate or you are applying to vary an existing Premises Licence or Club Premises Certificate; a copy of your application form **MUST** be served **DIRECT** on each of the following responsible authorities, as well as the Licensing Section at the Council. Please note that individual copies have to be sent to the different name departments of the Council. Copies of your application must be served on each responsible authority within 48 hours of sending your copy to the Licensing Section.

Licensing Authority

For the Attention of:

Sharon Smith
Principal Licensing Officer
Bromsgrove District Council
The Council House
Burcot Lane
Bromsgrove
Worcestershire
B60 1AA

Email: licensing@bromsgrove.gov.uk

The Police area in which the premises is situated

The Chief Officer of Police

For the Attention of:

Neil Sharpe PC3883
Licensing Officer
Redditch Police Station
Grove Street
Redditch
Worcestershire
B98 8DD

Tel: 0300 333 3000 x 3857

The Fire Authority for the area in which the premises is situated

The Fire Authority

For the Attention of:

The Assistant Divisional Officer – Fire Safety
Hereford and Worcester Fire & Rescue Service
North District H.Q.
Castle Street
Kidderminster
Worcestershire
DY12 6TH

Tel: 01562-512612

A body which represents those who in relation to any such area, are responsible for, or interested in, matters relating to the protection of children from harm.

The Area Child Protection Committee

For the Attention of:

Mr A. Ferguson
Service Manager – Safeguarding & Quality Assurance
Regulatory Services
Worcestershire County Council
Wildwood Way
Worcester
WR5 2NP

Tel: 01905-728841

Local Weights and Measures Authority

For the Attention of:

Mr J. Dell
Trading Standards & Scientific Services
Regulatory Services
Worcestershire County Council
Wildwood Way
Worcester
WR5 2NP

Tel: 01905-765375

Local Planning Authority

For the Attention of: Head of Planning & Regeneration
Bromsgrove District Council
The Council House
Burcot Lane
Bromsgrove
Worcestershire
B60 1AA

Email: pec@bromsgrove.gov.uk

Worcestershire Regulatory Services – Pollution Control

For the Attention of: Head of Worcestershire Regulatory Services
The Council House
Burcot Lane
Bromsgrove
Worcestershire
B60 1AA

Email: pollution-general@bromsgrove.gov.uk

The enforcing authority within the meaning given by S.18 of the Health and Safety at Work etc. Act 1947 for the area in which the premises is situated. There are two choices, if you don't know which applies, then telephone 01527-881626 in most instances, it will be Bromsgrove Region of Worcestershire Regulatory Services.

Worcestershire Regulatory Services – Health & Safety

For the Attention of: Head of Regulatory Services
The Council House
Bromsgrove
Worcestershire
B60 1AA

OR Health & Safety Executive

Haswell House
St Nicholas Street
Worcester
WR1 1UW

Email: commercial-regulation@bromsgrove.gov.uk

Vessels

Where a premises licence is sought in connection with a vessel, which will be navigated whilst licensable activities take place, you will be required to submit a copy of your application for a premises licence to those responsible authorities named above, as well as the following organisation.

Navigation Authority

The British Waterways Board
Central Shires Office
Peel's Wharf
Lichfield Street
Fazeley
Tamworth
Staffs
B78 3QZ

Tel: 01827-252000
email: enquiries.centralshires@britishwaterways.co.uk

Personal Licences and Temporary Event Notices only....

Should you only be applying for a Personal Licence or a Temporary Event Notice, you will only need to send copies of your application form to the **Licensing Authority and the Police Authority.**

Before applying for a new licence or a variation to an existing premises licence or club registration certificate, applicants are advised to take advice from the relevant responsible authority to minimise the likelihood of objections.

Electronic Service of Applications

The act does not permit the service of application forms by electronic means, but only after the prior agreement of the relevant responsible authority has been sought. This also applies to the serving of the application form on the Licensing Section of the Council. Where the service is by electronic means, the periods allowed for the determination of the application will not begin until all necessary hard copy documents have been received, i.e. plans and the fees.