

Sex Establishment Application Guidance



- A. Licences are granted for a period of no more than one year, but may be cancelled at the request of the licence holder or revoked by the licensing authority at any time.
- B. Application fees for the grant, variation, renewal or transfer of a licence are set out in a separate document.
- C. Applications for the grant, renewal or transfer of a licence must be advertised in the local press (preferably either the Southern Daily Echo or the Hampshire Independent) within seven days of the date of the application and immediately outside the premises where it can easily be read by the public for a period of 21 days from the date of the application. A form of the required notice is available in a separate document, as are application forms. In the case of applications for the grant or variation of licences, applications should be accompanied by scale plans of the premises and supporting documentation, including designs indicating the proposed external appearance of the premises.
- D. Applicants will need to submit proof that the notice has been displayed outside the premises for the required period and that notice has been given as required in the local press.
- E. A copy of an application must also be served on Hampshire Constabulary as follows:

Force Licensing Team,
Hampshire Constabulary,
Southampton Central Police Station,
Southampton
SO15 1AN

- F. Any objections to the grant of an application must be received not later than 28 days after the date of the application by the Licensing Team:
- G. By post and in person:

Licensing Team
Southampton City Council
Civic Centre
Southampton
SO14 7LY