LICENSING ACT 2003 CONTACT DETAILS RESPONSIBLE AUTHORITIES

The Licensing Act 2003 requires applications to be served on the various responsible authorities.

Applicants are strongly advised, especially in the case of applications for new licences or certificates or variation of licences or certificates, to make informal contact with the appropriate bodies before submitting applications. This will assist applicants in determining those authorities’ requirements in order that they can be addressed in the applicant’s operating schedule.

This will have the advantage of ensuring, so far as is possible, that representations by the authorities need not be made. Representations would, of course, lead to the application having to be heard by the Council’s Licensing Committee, resulting in increased costs for all concerned and the possibility of refusal.

Applicants should ascertain by what means individual responsible authorities are prepared to accept applications.

All information provided by the Licensing Authority is on a best endeavours basis, and does not constitute a full statement of the law. **All applicants are strongly advised to consult their own independent legal advisor before making any application.** Please note that, whilst the licensing team will endeavour to assist in explaining the processes under the legislation (guidance notes are published separately at [www.southampton.gov.uk/licensing](http://www.southampton.gov.uk/licensing)), they ***cannot*** give legal advice about applications or assist in making business related decisions.

The Licensing Authority’s contact details are set out in [Table 1](#_bookmark0) below, and those of the other responsible authorities are set out in [Table 2](#_bookmark1).

In summary, the legislation requires the applicant to serve copies of applications and post notices outside the premises and in a newspaper circulating in the area, as follows:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application type** | **Licensing Authority** | **Police** | **Fire** | **Environmental Health** | **Planning** | **Child Protection** | **Trading Standards** | **Public Health** | **HSE** | **Home Office** | **MCA** | **External notice** | **Newspaper notice** |
| New premises licences/club premises certificates |  |  |  |  |  |  |  |  | **?** | **\*** | **?** |  |  |
| Variation of premises licences/club  premises certificates |  |  |  |  |  |  |  |  | **?** |  | **?** |  |  |
| Provisional statements |  |  |  |  |  |  |  |  | **?** |  | **?** |  |  |
| Minor variation of premises licences or club premises certificates |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Variation of DPS |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Transfer of premises licence |  |  |  |  |  |  |  |  |  | **\*** |  |  |  |
| Interim authority notice |  |  |  |  |  |  |  |  |  | **\*** |  |  |  |
| Applications for personal licences |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Temporary event notices |  |  |  |  |  |  |  |  |  |  |  |  |  |

**\*** The Home Office will need to be served if the applicants for premises licences, transfer or interim authority are individuals.

Where the application is made wholly electronically (including the payment of the fee), the Licensing Authority will forward a copy of the application to the Responsible Authorities when the application has been validated. Please see our web pages for links to electronic versions of the forms.

Please see [Table 2](#_bookmark1) below for notes regarding the need to serve on the **HSE** and the **MCA**.

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| **Table 1 – Contact details for the Licensing Authority:** | | |
| Licensing Team Southampton City Council, Civic Centre, Southampton SO14 7LY | Direct: Switchboard: Email:  DX No: | 023 8083 3002  023 8083 3000  [licensing@southampton.gov.uk](mailto:licensing@southampton.gov.uk) 115710 Southampton 17 [www.southampton.gov.uk/licensing](http://www.southampton.gov.uk/licensing) |
| **Table 2 – Other Responsible Authorities** | | |
| Force Licensing Team, | Direct: | 023 8047 8217 |
| Hampshire Constabulary, | Switchboard: | 0845 045 4545 |
| Southampton Central Police Station | Email: | [licensing@hampshire.police.uk](mailto:licensing@hampshire.police.uk) |
| Southern Road, | Internet: | [www.hampshire.police.uk](http://www.hampshire.police.uk/) |
| Southampton SO15 1AN |  |  |
| Environmental Health Services, | Direct: | 023 8083 2519 |
| Southampton City Council, | Switchboard: | 023 8083 3000 |
| Civic Centre | Fax No: | 023 8083 3079 |
| Southampton SO14 7LY | Email: | [food.safety@southampton.gov.uk](mailto:food.safety@southampton.gov.uk) |
| *Please note that for some premises, the Health & Safety Executive will be the responsible authority* | | |
| Hampshire + IOW Fire & Rescue | Switchboard: | 023 9285 5180 |
| Service HQ, Business Fire Safety | Fax No: | 023 9288 5175 |
| Leigh Road, Eastleigh | Email: | [csprotection.admin@hantsfire.gov.uk](mailto:csprotection.admin@hantsfire.gov) |
| Hampshire SO50 9SJ | Internet: | [www.hantsfire.gov.uk](http://www.hantsfire.gov.uk/) |
| Trading Standards Service | Direct: | 023 8083 3999 |
| Southampton City Council | Switchboard: | 023 8083 3000 |
| Civic Centre | Fax No: | 023 8083 2656 |
| Southampton SO14 7LY | Email: | [trading.standards@southampton.gov.uk](mailto:trading.standards@southampton.gov.uk) |
| Planning and Sustainability | Direct: | 023 8083 2603 |
| Southampton City Council | Switchboard: | 023 8083 3000 |
| Civic Centre | Fax No: | 023 8083 2607 |
| Southampton SO14 7LS | Email: | [planning@southampton.gov.uk](mailto:planning@southampton.gov.uk) |
| Children’s Services | Direct: | 023 8083 2995 |
| Southampton City Council | Switchboard: | 023 8083 3000 |
| Civic Centre | Fax No: | 023 8083 3267 |
| Southampton SO14 7LY | Email: | [safeguardingchildren.licensing@southampton.gov.uk](mailto:safeguardingchildren.licensing@southampton.gov.uk) |
| Public Health | Switchboard: | 023 8083 3934 |
| Southampton City Council, | Email: | [publichealth@southampton.gov.uk](mailto:publichealth@southampton.gov.uk) |
| Civic Centre, |  |  |
| Southampton SO14 7LS |  |  |
| Home Office (Immigration Enforcement),  Alcohol Licensing Team  Lunar House, 40 Wellesley Road Croydon CR9 2BY | Email: | [alcohol@homeoffice.gov.uk](mailto:alcohol@homeoffice.gov.uk) |
| Health and Safety Executive, | Switchboard: | 01256 404 000 |
| Priestley House, Priestley Road, | Fax No: | 01256 404 100 |
| Basingstoke, | Contact | [Contact the Health and Safety Executive (hse.gov.uk)](https://www.hse.gov.uk/contact/) |
| Hampshire RG24 9NW | Internet: | [www.hse.gov.uk](http://www.hse.gov.uk/) |
| *Please note that the HSE will only need to be involved where Southampton City Council’s Environmental Health Service is not the enforcing authority under the Health and Safety at Work Act , e.g. premises of a crown body, a local authority, the police, a hospital, a school or a university* | | |
| Southampton Marine Office, Maritime & Coastguard Agency, Spring Place,  105 Commercial Road, Southampton SO15 1EG | Direct: Email: Internet: | 020 3817 2211 / 2212 / 2213  [southampton\_mo@mcga.gov.uk](mailto:southampton_mo@mcga.gov.uk) [www.mcga.gov.uk](http://www.mcga.gov.uk/) |
| *Please note that the MCA will only be involved where the application is in respect of a vessel* | | |

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