

**ANNEX 1
INFORMATION ABOUT INDIVIDUALS**

*Delete as appropriate

DATA PROTECTION ACTS – PRIVACY NOTICE

Identity of Data Controller - Bristol City Council Data Protection Officer

It is intended to process this data for the sole purpose of determining whether or not to grant a sexual entertainment venue licence for the premises to which the application relates and what conditions should be imposed on any licence that is granted. Bristol City Council is committed to protecting your privacy and processes data in compliance with the Data Protection Act 1998 and other relevant legislation. We recognise our responsibility in ensuring that your personal data is kept secure and confidential and that data is processed fairly and lawfully. We will be happy to update and amend your data when necessary and will keep data no longer than necessary. Any statistics created from the information provided will not contain personal information. You have a right to see Personal Data held about you by Bristol City Council. If you wish to exercise this right, an application form entitled "Personal Information: Your Right to Know" can be obtained from the Licensing Office. For further information on Data Protection, go to: <http://www.bristol.gov.uk/ccm/navigation/council-and-democracy-and-freedom-of-information/>

Details of Individual not included on Main Application Form

1	Full name	
2	Any other names by which you are or have been known	*YES / NO. If YES please state the other name(s) by which you are or have been known and the period during which each such name has been used.
3	Age, Date and place of birth	
4	Gender	*MALE / FEMALE
5	Current permanent residential address and any other addresses occupied in the three years preceding the date of the application.	
6	All other addresses (if any) at which the applicant has resided during the six months preceding the date when this application is made.	
7	Were you resident in an EEA state throughout the period of six months immediately preceding the date of this application?	*YES / NO. If NO give full details of residence in that period
8	Position in relation to Applicant (e.g. Director, Manager, partner).	
9	Have you ever been disqualified from holding a licence under Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982.	*YES / NO. If YES please give full details
10	Have you ever been involved in the management of a business whether as proprietor, director, company secretary, partner, manager, supervisor or otherwise which has had any of the following types of licence refused, refused on renewal, reviewed or revoked: (i) sex cinema licence	*YES / NO

	(ii) sex shop licence (iii) sexual entertainment venue licence (iv) licence for the sale or supply of alcohol (v) licence for the provision of entertainment, whether sexual or otherwise	*YES / NO *YES / NO *YES / NO *YES / NO
11	Have you ever had a personal licence application under the Licensing Act 2003 refused, or has any such licence granted to you been suspended or revoked?	*YES / NO. If YES please provide details.
12	Have you ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere?	*YES / NO. If YES please provide details
13	Have you accepted a simple or conditional caution in respect of any criminal offence?	*YES / NO. If YES please provide details
14	To your knowledge are you currently the subject of any criminal investigation being conducted by the Police or by another public investigator such as a local authority or the Health and Safety Executive?	*YES / NO. If YES please provide details
15	Has any tribunal or court ever found you to have engaged in unlawful discrimination of or harassment against any person with protected characteristics within the meaning of the Equalities Act 2010 or any equalities enactment preceding it?	*YES / NO. If YES please provide details
16	Are you currently facing any allegations of the type referred to in question 15) above?	*YES / NO. If YES please provide details
17	Have you ever been disqualified from acting as a company director?	*YES / NO. If YES please provide details
18	Is there any other information which you believe the licensing authority would reasonably expect to receive notice of or that you wish the licensing authority to take into account when considering the information you have supplied?	*YES / NO. If YES please provide full details

I declare that the information on this form is true and complete

Signed:

Print Name:

Dated:

ANNEX 2

APPLICATION IN RESPECT OF CORPORATE BODY APPLICANTS ONLY

Additional Details of Corporate Body Applicants		
1	Name of applicant.	
2	<p>Has the applicant</p> <p>(i) Ever been convicted of a criminal offence?</p> <p>(ii) Ever had a grant or renewal of a sex establishment licence refused or a sex establishment licence revoked?</p> <p>(iii) Ever been served with a winding up petition?</p>	<p>*YES / NO. If YES please give full details</p> <p>*YES / NO. If YES please give full details</p> <p>*YES / NO. If YES please give full details</p>
3	Name of each Director and Company Secretary.	
4	Name of every other person responsible for the management of the body and state their area of management responsibility	
5	Name each person with a shareholding greater than 10% in the company and in respect of each person provide a signed declaration in the form contained in Annex 1	
6	Is the applicant company a wholly owned subsidiary of another company or corporate body?	*YES / NO. If YES please state the name, place of registration and identity of all directors and any company secretary.
7	Will the business for which a licence is sought be carried on for the benefit of a person other than the applicant?	*YES / NO. If YES state the name of such person(s). If such person(s) are a company or other corporate body state their place of registration and a register number, and the identity of all Directors, the Company Secretary, and those with a greater than 10% shareholding.
8	<p>Has the applicant company had any of the following types of licence refused on initial application, refused on renewal, reviewed or revoked?</p> <p>(i) sex cinema licence</p> <p>(ii) sex shop licence</p> <p>(iii) sexual entertainment venue licence</p> <p>(iv) licence for the sale or supply of alcohol</p> <p>(v) licence for the provision of entertainment, whether sexual or otherwise</p>	<p>*YES / NO</p> <p>*YES / NO</p> <p>*YES / NO</p> <p>*YES / NO</p> <p>*YES / NO</p> <p>(If YES please give full details)</p>

9	Has the applicant company ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere?	*YES / NO (If YES please give full details)
10	Has the applicant company ever been given a simple or conditional caution?	*YES / NO (If YES please give full details)
11	To the company's knowledge is it currently the subject of any criminal investigation, whether conducted by the Police, a local authority, the Health and Safety Executive or other public investigator?	*YES / NO (If YES please give full details)
12	Has any tribunal or court ever found the company to have engaged in unlawful discrimination of or harassment against any person with protected characteristics within the meaning of the Equalities Act 2010 or the equalities legislation that preceded that Act?	*YES / NO (If YES please give full details)
13	Is the company currently facing any allegations of the type referred to in question 12 above?	*YES / NO (If YES please give full details)
14	Has the company ever been declared insolvent or entered into administration?	*YES / NO (If YES please give full details)
15	Is there any other information which the company believes the Licensing Authority would reasonably expect notice of, or, which it would like the Licensing Authority to take into account when considering the information that has been supplied in this part?	*YES / NO (If YES please give full details)

For each individual named in this section provide a completed Annex 1 form. All completed Annex 1 forms must be submitted as a part of this application

**ANNEX 3
APPLICATION TO EXCLUDE STANDARD CONDITIONS**

Standard Condition (summarised)		Please indicate clearly which condition(s) you wish to exclude. In those instances the applicant must provide a statement in support of the exclusion of this standard condition. In some instances specific information is required as detailed below.
A	“Only relevant entertainment is authorised under this licence”	*YES / NO
B	“Permitted relevant entertainment may only take place on those parts of the premises as are identified on the plan annexed to the licence”	*YES / NO If YES include references to plan which accompanied the application.
C	“Relevant Entertainment shall not occur in private rooms, cubicles or other enclosed areas.....”	*YES / NO If YES statement should include the applicant's detailed proposals for the provision of any such private areas including number, location, description and proposed use and number of persons permitted to be in occupation. The Applicant should refer to the council's policy and should detail (among other things) any proposals advanced for the protection of those engaged in any performance or display of nudity within any such private area, for the prevention and detection of crime, disorder and/or public nuisance.
D	Provision of code of conduct for performers and rules to be observed by members of the audience	*YES / NO
E	Provision of code of conduct for performers and rules to be observed by members of the audience and requirement to bring same to the attention of the audience and ensure they are complied with	*YES / NO
F	Controlling the contact between performers (as defined) and customers (as defined)	*YES / NO If YES the statement should include a detailed explanation of the contact the applicant proposes to permit to take place and the applicant's proposals for the protection of those engaged in any performance or display of nudity; and for the prevention and detection of crime, disorder and/or public nuisance.
G	Notification of material change in management structure	*YES / NO A statement in support of the exclusion of this standard condition from any licence that may be granted by the Council.
H	Prohibition on employing or engaging persons with relevant unspent convictions	Is this application made to enable a specific person to be employed or to perform at the premises? *YES/NO a) If NO, provide a statement in support of the exclusion of this standard condition from any licence that may be granted by the Council. b) If YES: (i) State the name of each such person; give particulars of their role in the premises; (ii) Provide a completed form Annex 1

		<p>(iii) Provide a documented risk assessment for the employment or engagement of the person including any measures proposed to mitigate identified risk to others engaged or employed at the premises and members of the audience. Detail any measures proposed for the prevention and detection of crime, disorder and/or public nuisance and for ensuring the safety of others present in the premises and the surrounding area.</p> <p>(iv) Provide a statement in support of the exclusion of this standard condition from any licence that may be granted by the Council.</p>
I	Requiring display of copies of the licence and conditions	*YES / NO
J	Requiring the licensee to retain control over all of the premises when in use for relevant entertainment	*YES / NO
K	Ensuring customers are made aware of charges before admission	*YES / NO If YES a statement must include the full reasons of why you consider that the Council should agree to exclude this condition
L	Limiting display on the exterior of the premises	*YES / NO. If YES the statement must include full particulars of what it is proposed would be displayed should the Council agree to exclude this condition.
M	Ensuring relevant entertainment cannot be viewed from outside the premises	*YES / NO
N	Requiring sufficient lighting to enable the capture of CCTV images	*YES / NO
O	Which prohibits the sharing of certain areas and facilities	*YES / NO. If YES please state what such facilities are already in place or proposed to be provided;
P	Automatic closure device for exterior doors	*YES / NO
Q	Which controls means of advertising and attracting custom	*YES / NO
R	Provision of free literature and contact names	*YES / NO
S	Prohibits the passing of contact information between performer and audience	*YES / NO
T	Requiring written contracts, checks on age and right to work and retention of documents evidencing the same	*YES / NO
U	Requiring the licensee to take measures to ensure no breach of licence terms and conditions	*YES / NO

**ANNEX 4
APPLICATION TO VARY STANDARD CONDITIONS**

Standard Condition (summarised)		Please indicate clearly which condition(s) you wish to vary. In those instances the applicant must provide a statement in support of the variation of this standard condition and should supply the full text of any variation sought. In some instances additional specific information is required as detailed below.
A	“Only relevant entertainment is authorised under this licence”	*YES / NO
B	“Permitted relevant entertainment may only take place on those parts of the premises as are identified on the plan annexed to the licence”	*YES / NO. If YES include references to plan which accompanied the application.
C	“Relevant Entertainment shall not occur in private rooms, cubicles or other enclosed areas.....”	*YES / NO. If YES statement should include the applicant’s detailed proposals for the provision of any such private areas including number, location, description and proposed use and number of persons permitted to be in occupation. The applicant should refer to the council’s policy and should detail (among other things) any proposals advanced for the protection of those engaged in any performance or display of nudity within any such private area, for the prevention and detection of crime, disorder and/or public nuisance.
D	Provision of code of conduct for performers and rules to be observed by members of the audience	*YES / NO
E	Provision of code of conduct for performers and rules to be observed by members of the audience and requirement to bring same to the attention of the audience and ensure they are complied with	*YES / NO
F	Controlling the contact between performers (as defined) and customers (as defined)	*YES / NO. If YES the statement should include a detailed explanation of the contact the applicant proposes to permit to take place and the applicant’s proposals for the protection of those engaged in any performance or display of nudity; and for the prevention and detection of crime, disorder and/or public nuisance.
G	Notification of material change in management structure	*YES / NO
H	Prohibition on employing or engaging persons with relevant unspent convictions	Is this application made to enable a specific person to be employed or to perform at the premises? *YES/NO a) If NO, provide a statement in support of the exclusion of this standard condition from any licence that may be granted by the Council. b) If YES: (i) State the name of each such person; give particulars of their role in the premises; (ii) Provide a completed form Annex 1

		(iii) Provide a documented risk assessment for the employment or engagement of the person including any measures proposed to mitigate identified risk to others engaged or employed at the premises and members of the audience. Detail any measures proposed for the prevention and detection of crime, disorder and/or public nuisance and for ensuring the safety of others present in the premises and the surrounding area.
I	Requiring display of copies of the licence and conditions	*YES / NO
J	Requiring the licensee to retain control over all of the premises when in use for relevant entertainment	*YES / NO
K	Ensuring customers are made aware of charges before admission	*YES / NO If YES a statement must include the full reasons of why you consider that the Council should agree to exclude this condition
L	Limiting display on the exterior of the premises	*YES / NO. Insofar as this is not made clear in the text of the proposed varied condition, the statement must include full particulars of what it is proposed would be displayed should the Council agree to vary this condition
M	Ensuring relevant entertainment cannot be viewed from outside the premises	*YES / NO
N	Requiring sufficient lighting to enable the capture of CCTV images	*YES / NO
O	“Which prohibits the sharing of certain areas and facilities”	*YES / NO. If YES please state what such facilities are already in place or proposed to be provided;
P	Automatic closure device for exterior doors	*YES / NO
Q	Which controls means of advertising and attracting custom	*YES / NO
R	Provision of free literature and contact names	*YES / NO
S	Prohibits the passing of contact information between performer and audience	*YES / NO
T	Requiring written contracts, checks on age and right to work and retention of documents evidencing the same	*YES / NO
U	Requiring the licensee to take measures to ensure no breach of licence terms and conditions	*YES / NO