



**APPLICATION FOR THE GRANT
OF A SEXUAL ENTERTAINMENT VENUE LICENCE**
Schedule 3, Local Government (Miscellaneous Provisions) Act 1982

NOTES;

1. All questions must be answered, save where otherwise stated. If relevant questions are not answered, the application will be deemed incomplete and returned to the applicant.
2. Any person who, in connection with the application for the grant or renewal of a Sexual Entertainment Venue Licence, makes a false statement, which he knows to be false in any material respect, or which he does not believe to be true, is guilty of an offence and liable on summary conviction to a fine on summary conviction to a fine not exceeding twenty thousand pounds (£20,000.00).
3. If additional information is submitted on separate sheets please quote the relevant section number in relation to the additional information provided.
4. Please send the completed application form and any accompanying documentation to Licensing Team (Temple Street), Bristol City Council, PO Box 3399, Bristol BS1 9NE
5. *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 Bristol City Council.

For further information on Data Protection, go to: <http://www.bristol.gov.uk/ccm/navigation/council-and-democracy/data-protection-and-freedom-of-information/>.

If you have a complaint, please contact the Licensing Office or see the "Fair Comment" / 'logging a complaint' web pages at www.bristol.gov.uk

1. APPLICANT AND MANAGEMENT DETAILS		
1.1	Is the applicant? a) an individual b) an unincorporated body c) a body corporate	*YES / NO. If YES please answer 1.2 *YES / NO. If YES please answer 1.3 *YES / NO. If YES please answer 1.4

1.2 Individual Applicant		
A)	Full name	
B)	Has the applicant ever been known by a different name?	*YES / NO. If YES please state any former name(s)
C)	If the business is to be operated as a franchise, please provide full details of franchisee	
D)	Does the applicant have a trading name different from that given at A)?	*YES / NO. If YES please state the trading name(s)
E)	What is the applicants trading address?	
F)	Will the business for which a licence is sought to be carried on for the benefit of a person other than the applicant	*YES / NO. If YES please state the name of such person(s). If such person(s) are a company or other corporate body state their place of registration and registered number, and the identity of all Directors, the Company Secretary, and those with a greater than 10% shareholding.
G)	Does the applicant operate any other sex establishments, whether licensed or not?	*YES / NO. If YES please state the name, address and type of sex establishment (eg sex cinema, sex shop, sexual entertainment venue) of each.
Individual applicants must also complete the form at Annex 1 to this application. The Annex must be submitted as a part of this application		

1.3 Unincorporated Association		
A)	Full name of applicant	
B)	What are the names of the Applicant's partners?	
C)	Does the applicant have a trading name different from that given at A)?	*YES / NO. If YES please state the trading name(s)

D)	What is the applicants trading address?	
E)	Will the business for which a licence is sought to be carried on for the benefit of a person other than the applicant	*YES / NO. If YES please state the name of such person(s). If such person(s) are a company or other corporate body state their place of registration and registered number, and the identity of all Directors, the Company Secretary, and those with a greater than 10% shareholding.
F)	Does the applicant operate any other sex establishments, whether licensed or not?	*YES / NO. If YES please state the name, address and type of sex establishment (eg sex cinema, sex shop, sexual entertainment venue) of each.
G)	If there are other persons responsible for the management of the unincorporated body other than the applicant and the partners, state their full names	
H)	Has the applicant ever been disqualified from holding a licence under the 3 rd Schedule to the Local Government (Miscellaneous Provisions) Act 1982	*YES / NO (If YES please give full details)
I)	Has the applicant ever been involved in the management of a business, whether as proprietor, director, company secretary, partner, manager, supervisor or otherwise which have had any of the following types of licence refused on initial application, refused on renewal, reviewed or revoked? (i) sex cinema licence (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 *YES / NO. If YES please give full details
For each individual named in this section provide a completed Annex 1 form. Completed Annex 1 forms must be submitted as a part of this application		

1.4	Corporate Body	
A)	Name of applicant.	
B)	Where is applicant registered	
C)	Address of registered or principal office	

D)	Registered number of applicant	
E)	Has the applicant previously been known by any and if so what name?	*YES / NO. If YES please give full details
F)	Does the applicant have a trading name different from that given at A)?	*YES / NO. If YES please state the trading name(s)
G)	What is the applicants trading address?	
Corporate Body applicants only must also provide a completed Annex 2 form. Completed Annex 2 forms must be submitted as a part of this application		

1.5	Persons concerned in the management of the premises	
A)	Name the person who will be primarily responsible for the management of the premises when relevant entertainment is taking place (The Manager)	
B)	Please confirm that the Manager will be based at the premises and that management of the business there will be his / her sole occupation.	Confirmed *YES / NO
C)	Name any persons who will be responsible for the day to day management of the premises when relevant entertainment is taking place in the absence of the Manager (relief or deputy manager)	
D)	Please confirm that the Relief or Deputy Manager(s) or one of them will be based at the premises full time in the absence of the Manager	Confirmed *YES / NO
For each individual named in this section provide a completed Annex 1 form. Completed Annex 1 form(s) must be submitted as a part of this application		

1.6	Trading Details	
A)	Does the applicant have a trading name that is different from that given in answer to questions 1.2, 1.3 or 1.4 above? If so, state the trading name	
B)	What is the applicant's trading address?	

1.7 Beneficial Interests		
A)	Will the business for which a licence is sought be carried on for the benefit of any person(s) other than the applicant?	*YES / NO If the answer is YES, state the name of such persons.
B)	If such persons are a company or other corporate body state their place of registration and registered number, the identity of all directors, company secretary and other company officers and those with a greater than 10% shareholding. If any such person(s) are an individual, provide a signed declaration of information in the form in Annex 1	

1.8 Other Sex Venues		
A)	Does the applicant operate any sex cinema, sex shop, sexual entertainment venue or other sex establishment, whether licensed or not? If so, state the name, address and type of venue (e.g. sex cinema, sex shop, sexual entertainment venue) of each.	

2. Premises Details		
A)	Are the premises: (i) A building or other permanent structure (ii) A vehicle (iii) A vessel (iv) Other	*YES / NO *YES / NO *YES / NO *YES / NO. (If other please describe the premises.)
B)	If the application is in respect of a vehicle, vessel or stall please provide details of the location where the vehicle, vessel, stall is to be used for entertainment purposes. Please also detail where the vehicle, vessel or stall is to be stored when not in use if different.	
C)	Full postal address of premises	
D)	Telephone number(s) of premises	Landline: Mobile:
E)	Are the whole of the premises to be used under the licence?	*YES / NO If NO please describe how each part of the premises is to be used (include references to the

		plan if necessary).
F)	Which part of the premises are to be used for the purposes of the licence	
G)	The names of those who are responsible for the remainder of the premises	
H)	Are the premises constructed or adapted so as to permit access to, from or within the premises for members of the public for whom access would otherwise be compromised by reason of disability?	*YES / NO If NO set out the applicant's proposals for affording such access.
I)	Have the premises benefited from the infrequent events exemption in the Act to allow relevant entertainment without a licence?	*YES / NO If YES please give the following details: Date Times Type of entertainment
J)	Are the premises currently authorised under the Licensing Act 2003?	*YES / NO If YES please provide a copy of the current authorisation.
K)	Are the premises in use as a Sexual Entertainment Venue at the date of the application?	*YES / NO. If the answer is YES, please give the name and address of the persons or body who now operate the business and (if known) the date upon which the premises were first used for these purposes:
L)	Is relevant planning consent in place enabling the premises to operate as a sexual entertainment venue? If YES, a copy of the consent is to be attached to this application.	*YES / NO If NO, please: (i) give reasons why; and (ii) either provide evidence of current lawful use of the land or provide details of action being taken to remedy the lack of consent
M)	Is customer access to the premises: (i) from the street or a public thoroughfare. (ii) from other premises.	*YES / NO If YES please identify the street or thoroughfare if different from that given in the premises address. *YES / NO. If YES please provide full details of other premises.
N)	Is each customer access to be supervised by appropriately registered door staff at all times the premises are open to the public?	*YES / NO If NO please provide full details of proposed door control and supervision

3. The Business And Its Operation		
A)	Under what business or trading name will the business be commonly known	
B)	Provide details of the times (days and hours) during which the premises is proposed to be open to the public. (Please use 24 hour clock notation)	Monday
		Tuesday
		Wednesday
		Thursday
		Friday
		Saturday
		Sunday
C)	Please provide details of the times (days and hours) during which it is proposed relevant entertainment may be provided. (Please use 24 hour clock notation)	Monday
		Tuesday
		Wednesday
		Thursday
		Friday
		Saturday
		Sunday
D)	Provide a copy of any of any registered trade mark, trading name or trading symbol that the applicant proposes to display upon or outside of the licensed premises and give particulars of the proposed location for the said mark, name or symbol	
E)	What age restrictions are to be applied in respect of admission to the premises and how are these to be enforced? If reliance is to be placed on identification documents state what forms of identification will be accepted.	
F)	Are electronic identification systems to be used?	*YES / NO. If YES please provide full details
G)	What are the arrangements for CCTV: (i) monitoring; (ii) access by authorised bodies to CCTV images; (iii) retention of images; (iv) production of removable images for Police or authorised officers of the Licensing Authority;	
H)	Description of relevant entertainment that is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience (whether by verbal or other means). The proposed relevant entertainment includes: (please indicate clearly all that apply)	

	(i) Live performance (ii) Live display of nudity Male exposure of: (i) Pubic area (ii) Genitals (iii) Anus Female exposure of: (i) Nipples (ii) Pubic area (iii) Genitals (iv) Anus Provide full particulars of the proposed relevant entertainment, including a description of the nature of the relevant entertainment that is planned (e.g. striptease on stage, table-side dancing etc). NB Please complete fully bearing in mind standard condition A.	*YES / NO *YES / NO *YES / NO *YES / NO *YES / NO *YES / NO *YES / NO *YES / NO *YES / NO
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4. General Management of Premises		
A)	Set out the system for training in respect of the Code of Conduct for Performers, and for monitoring and enforcing compliance.	
B)	Set out the system for notifying customers of the Rules for Customers, and for monitoring and enforcing compliance.	

5. Additional Details		
A)	Please provide any additional information which the applicant would wish the Council to take into account when considering this application	(Please continue on a separate sheet if necessary)
B)	Are you asking the Council to exclude any of the standard Conditions? Please refer to the Council's Standard Conditions. (Copy attached)	*YES / NO. If YES, provide by reference to the prefix of the condition – condition A, B, C, etc– a list of those for which such request is made and complete the requirements set out in Annex 3 in respect of each condition that you seek to exclude from any licence that may be granted to you.
C)	Are you asking the Council to vary any of the standard conditions?	*YES / NO. If YES, provide by reference to the prefix of the condition – condition A, B, C, etc – a list of those for which such request is made and complete the requirements set out in Annex 4 in respect of each condition that you seek to vary.

6. Documents to be Provided		Tick
6.1	A location plan, with the premises clearly identified by outlining in red at a scale of 1:1250	
6.2	A scale floor plan of the premises in respect of which the licence is sought – at a scale no smaller than 1:500. The preferred scale is 1:100. The plan shall show the layout of premises and all key features such as: (i) Access / egress arrangements, emergency exits, reception areas, cloak rooms, toilets, bars. (ii) Disability access – to include accessible WC's, position of any ramps, lifts or facilities for the benefit of disabled people, any changes in level to or within public parts of the premises which may be inaccessible to disabled persons. (iii) The location of any kitchen. (iv) The location of any stage to include height of the stage relative to the floor. (v) The location of any other performance areas. (vi) Location of changing rooms. (vii) Any fixed furniture and / or other fixtures such as poles. (viii) Any external areas and their use (such as smoking areas, patios, gardens, etc). (ix) Position of all CCTV cameras and monitoring positions. (x) The extent of the public area to be outlined in blue. (xi) Where areas or facilities are not to be used or accessed by audience members they should be marked 'PO'. (xii) Where areas or facilities are not to be used or accessed by performers they should be marked 'AO'.	
6.3	Provide a copy of any registered trade mark, trading name or trading symbol that the applicant proposes to display either upon or outside of the licensed premises (ie to be displayed in such a way as to be visible from the exterior).	
6.4	[] number copies of Annex 1 (Individuals details)	
6.5	[] number copies completed Annex 2 (Corporate Body details)	
6.6	[] number copies completed Annex 3 forms (Request exclusion conditions)	
6.7	[] number copies completed Annex 4 forms (Request variation conditions)	
6.8	Copy of any current licence or other authorisation issued in respect of the premises under the Licensing Act 2003	
6.9	A complete copy of the text of the newspaper advertisement and the site notice	
6.10	[] number of additional pages to support application	
6.11	Code of Conduct for Performers	
6.12	Rules for Customers	
6.13	The requisite fee	

DECLARATION

Applicants are reminded that any person who, in connection with the application for the grant or renewal of a Sexual Entertainment Venue Licence, makes a false statement, which he knows to be false in any material respect, or which he does not believe to be true, is guilty of an offence and liable on summary conviction to a fine on summary conviction to a fine not exceeding twenty thousand pounds (£20,000.00).

The following declaration must be signed in all cases:

- (i) If the applicant is an individual, by that individual
- (ii) If the applicant is a partnership, by all individuals who are partners
- (iii) If the applicant is a Company, by a Director or the Company Secretary
- (iv) In any other case, by a duly authorised officer of the applicant

	Tick
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*I / We enclose the requisite fee	
*I / We acknowledge that *I / we must serve a copy of this application on the Chief Officer of Police within 7 days of the application being submitted to Bristol City Council.	
*I / We acknowledge that *I / we must ensure that a Notice publicising this application will be displayed for 21 days beginning with the date of the application, on or near the premises and in a place where it can conveniently be read by the public.	
*I / We acknowledge that *I / we must publish Notice of Application in a newspaper circulating in the local area not later than seven days after the date of application and *I / we agree to forward a complete copy of the said newspaper within seven days of the date on which this application was submitted to the Council.	
*I / We agree that should information provided in relation to this application cease to be correct, or if there are any changes in this information provided between the date the application is submitted and the date it is determined, *I / we will advise the Council immediately.	
*I / We certify to the best of *my / our knowledge and belief that the information provided in connection with this application is complete and correct in every respect.	

Please use a separate sheet if there are more than three signatories

Signature:	1.	2.	3.
Print Name:			
Capacity:			
Date:			

Bristol City Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see <http://www.bristol.gov.uk/nfi> or contact the Licensing Team at licensing@bristol.gov.uk

Please submit the completed application to the Licensing Team at the address below:
 Licensing Team (Temple Street), Bristol City Council, PO Box 3399, Bristol BS1 9NE

Tel: 0117 357 4900, Email: licensing@bristol.gov.uk

Standard Conditions Applicable to Licences for Sexual Entertainment Venues

- A. Only Permitted Relevant Entertainment is authorised under this licence.
- B. Permitted relevant entertainment may only take place on those parts of the premises as are identified on the plan annexed to the licence.
- C. Relevant entertainment shall not occur in private rooms, cubicles or other enclosed areas. For these purposes a room, cubicle or other area is private unless it is completely open on one side so that activities within may be supervised from the exterior.
- D. The Council shall be provided with a Code of Conduct for Performers and Rules to be observed by members of the audience.
- E. The Code and Rules referred to in Condition D above shall be brought to the attention of all performers and members of the audience and reasonable measures shall be taken to ensure that they are complied with.
- F. (a) At no time during the performance may there be any contact between a performer and a customer. Prior to the performance or at the completion of the performance there may be hand-to-hand payment for the performance.
(b) At no time except during the performance may a performer or employee be unclothed. Immediately following the performance, the performer must dress, so that (for example) the performer may not be unclothed when seeking payment for a performance.
(c) No performer or employee may at any time (and whether or not performing):
 - (i) sit or lie on the lap or any other part of any customer;
 - (ii) kiss, stroke, fondle, caress or embrace any customer;
 - (iii) engage in any other contact of a sexual nature with any customer.
(d) In these conditions:
 - (i) "customer" means any person visiting the premises other than employees or performers, whether or not they have paid for or intend to pay for services provided;
 - (ii) "employee" means any person working at the venue whether under a contract of employment or some other contract;
 - (iii) "unclothed" means when breasts and/or genitals and/or anus are fully or partially uncovered;
 - (iv) "other contact of a sexual nature" means contact which must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating the customer.
- G. As soon as is reasonably practicable, and in any event within seven days, the Council shall be notified of any material change in the management structure, where a material change means one which is at variance with the information provided in the most recent application for a license, or its renewal or variation as the case may be.
- H. No person shall be employed or shall perform at the premises who has unspent convictions for any Relevant Offence.
- I. Copies of the licence and the conditions applicable to it shall be displayed on the premises in a place where it is likely to be seen by every member of the audience.
- J. The licensee shall retain control over all parts of the licensed premises when used for Relevant Entertainment.
- K. Customers shall be made aware of any charge for admission to the premises, by way of a notice or other means acceptable to the Licensing Authority, and of any further charges that may be levied in connection with the provision of Relevant Entertainment, before being admitted to the performance area.
- L. There shall be no display either upon or outside of the licensed premises (in such a way that it is visible on the exterior) of photographs or other images which indicate or suggest that Relevant Entertainment is provided upon the premises, with the exception of any registered trade mark, trading name or trading symbol that has been provided to the Council in connection with the most recent application for a licence, its renewal or variation as the case may be.

- M. The licensee shall ensure that no area where Relevant Entertainment may take place can be viewed from outside the licensed premises at any time.
- N. The licensed premises shall be sufficiently illuminated to ensure that usable CCTV images can be captured.
- O. (a) Performers shall not be permitted to share the following facilities with any members of the audience and suitable separate provision must be made;
(i) water closet;
(ii) washing facilities;
(b) Performers and Audience shall not be permitted to share any smoking area;
(c) No Member of the audience shall be permitted to enter any changing area used by Performers.
- P. All external doors affording access to the licensed premises shall be fitted with a device to provide for their automatic closure and such device shall be maintained in good working order.
- Q. The availability of relevant entertainment shall not be marketed or advertised in any of the following ways:
(i) by means of personal solicitation in the locality of the licensed premises;
(ii) by means of leafleting in the locality;
(iii) by means of externally displayed advertisement (such as on billboards or posters) in any part of the Council's administrative area.
- R. The following shall be made available without charge to performers:
Literature and contact names and telephone numbers of organisations that provide advice and counselling on matters relating to:
(i) sexual problems;
(ii) family planning;
(iii) sexually transmitted diseases;
(iv) rape and sexual assault.
- S. (a) No telephone number, residential address, email address or other information that may facilitate further contact between performers and members of the Audience is passed from audience to performer, or vice versa; and
(b) This prohibition shall be brought to the attention of all members of the Audience.
- T. (i) Performers may perform only in accordance with written contracts, which define their rights and obligations, including terms as to the nature of their performance and payment. No deduction shall be made from such payment unless permitted by the contract, and no deduction by way of penalty shall be permitted;
(ii) No relevant entertainment shall be provided by any performer unless sufficient checks have been made of documents evidencing the performer's age, identity and right to work in the United Kingdom;
(iii) Copies of all documents referred to in (i) and (ii) above shall be retained for not less than 12 months after the last provision of Relevant Entertainment by the said Performer and shall be produced to an authorised officer of the Council or a Constable upon request at any reasonable time.
- U. The licensee shall exercise all due diligence and take all reasonable steps to ensure that the terms and conditions imposed on the licence are observed and complied with at all times.

Data Protection Privacy Notice:

Full details of how Regulatory Services uses your data and why it is collected can be found at the following link:

https://www.bristol.gov.uk/en_US/about-our-website/privacy