



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: Tel: 01527 534100

Licensing Team
Worcestershire Regulatory Services
Redditch Borough Council
Town Hall
Walter Stranz Square
Redditch
Worcestershire, B98 8AH

Email: licensing@redditchbc.gov.uk

The Police area in which the premises is situated

The Chief Officer of Police

For the attention of: PC Neil Sharpe Tel: 0300 3333000

Licensing Officer
c/o Redditch Police Station
Grove Street
Redditch
Worcestershire, B98 8DD

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 Tel: 01562 512612

Hereford and Worcester Fire & Rescue Service
North District H.Q.,
Castle Street,
Kidderminster,
Worcestershire, DY12 6TH

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: Adrienne Plunkett Tel: 01905 728841

Service Development Manager – Safeguarding
Pavilion J/2 Children's Services
County Hall
Spetchley Road
Worcester, WR5 2NP

Local Weights & Measures Authority

For the attention of: Mr. J. Dell Tel: 01905 765375

Trading Standards & Scientific Services
Worcestershire County Council
Wildwood Way
Worcester, WR5 2NP

Appendix 1 – Statement of Licensing Policy

Local Planning Authority

For the attention of: Head of Planning Services
Redditch Borough Council
Town Hall
Walter Stranz Square
Redditch
Worcestershire, B98 8AH

Tel: 01527 534062

Environmental Services – Pollution Control

For the attention of: Head of Environmental Health
Redditch Borough Council
Town Hall
Walter Stranz Square
Redditch,
Worcestershire, B98 8AH

Tel: 01527 534017

The enforcing authority within the meaning given by S.18 of the Health and Safety at Work etc Act 1974 for the area in which the premises is situated.

Environmental Services – Health & Safety

For the attention of: Head of Environmental Health
Redditch Borough Council
Town Hall
Walter Stranz Square
Redditch
Worcestershire, B98 8AH

OR Health & Safety Executive

Haswell House
St. Nicholas Street
Worcester
WR1 1UW

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 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 service is by electronic means, the periods allowed for determination of the application will not begin until all necessary hard copy documents have been received, i.e. plans and the fees.