



## **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](mailto: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.