

SEX ESTABLISHMENT LICENCE APPLICATIONS

GUIDANCE NOTES

- 1) A plan of the premises must be submitted with the application, drawn to a scale of 1:100 showing all external and internal doors and windows and the position of counters, display stands, booths, video / tv / film screens, exhibition areas, dance / performance / stage areas fixed seating and tables, bars / counters from which refreshments are available.
- 2) Copies of the application together with a plan of the premises must be submitted to both :-
 - a) Barnsley Metropolitan Borough Council
Regulatory Services
PO Box 602
Barnsley
S70 9FB
 - b) Chief Officer of Police,
South Yorkshire Police,
Barnsley Police Station,
Churchfields,
Barnsley,
S70 2DL
- 3) A notice containing details of the application must be advertised on the premises to which the application relates for a continuous period of not less than 21 days from the day following the day on which it was given to the licensing authority, in a position from which it can be conveniently read by members of the public.
- 4) A notice containing details of the application must be published in a newspaper circulating in the local vicinity of the premises within 7 days of the application being given to the licensing authority.
- 5) A summary of fees payable can be obtained via the council's website or by contacting the Licensing Section, Barnsley Metropolitan Borough Council.

How to submit your application

Completed application forms may be submitted to the council in either of the following ways:-

- a) Online
Applications and credit/debit card payments may be made using the UK Welcomes/Business Link /GOV.uk online application websites. Accompanying documents may need to be uploaded for submission with the application.
- b) By Post
Postal applications may be made by sending a completed form, along with any accompanying documents that are required, to The Licensing Section, Regulatory Services, Barnsley Metropolitan Borough Council, PO Box 602, Barnsley, South Yorkshire, S70 9FB. Please ensure you enclose a cheque for the correct amount, made payable to Barnsley MBC. Your application will not be considered to be valid without receipt of the necessary payment.