

SEX ESTABLISHMENT GUIDANCE NOTES

The application pack consists of three forms:

SS1 – Notice of Application for a Licence

Three copies of this form will need to be completed and should be distributed as follows:

1. The first copy must be displayed to the front of the premises where it may easily be seen by the public and should be dated on the date when the application is made to the Council.
2. The second copy should be forwarded to the Officer in Charge, Essex Police, 8 Beatrice Road, Clacton on Sea, Essex CO15 1ET.
3. The third copy has to be publicly advertised in a local newspaper.

The public have 28 days in which to lodge an objection to the grant of the application. Should any objections be received, you will be sent a copy so that you are aware of the comments made but the legislation will not permit the details of the objector to be released to you.

At the end of the 28 day period, this notice should be returned to the Licensing section, together with Form SS2 as detailed below.

SS2 – Publication of Notice of Application

This form should be completed and returned to the Licensing Section together with an extract from the newspaper containing your advertisement.

SS3 – Application for the Grant of a Licence for a Sex Establishment

This form should be completed appropriately and sent out to the Licensing Section together with the relevant fee.

If you need any more information please contact the Licensing Section for assistance.