



APPLICATION FOR SEX ESTABLISHMENT LICENCE

GUIDANCE NOTES FOR APPLICANTS

1. Applicants are advised to read the attached Policy Guidelines for the Licensing of Sex Establishments, which outlines the application procedure, prior to completing the attached Application Form.
2. Details of the Licence Fees are listed in Appendix C of the Guidelines.
3. Completed applications along with :-
 - Five sets of floor plans, drawn to scale and showing all means of entry and exit, any parts used in common with any other building and indication how the premises lie in relation to the street;
 - Five sets of plans showing the existence and front elevation of the premises depicting all signage;
 - Five sets of plans (scale 1:500) showing the sex establishment in relation to other premises within 100 metres;
 - Five sets of plans (scale 150) showing the layout of the sex establishment;
 - The correct fee (All Cheques should be made payable to Carmarthenshire County Council) .
 - All necessary Criminal records bureaux checks.(Separate guidance and CRB forms are available for applicants upon request)

can either be submitted at one of the Council's Customer Service Centres at:-

Town Hall, Ammanford
3 Spilman Street, Carmarthen
Ty Elwyn, Llanelli

OR by post to:

The Licensing Section
Public Protection Division
Carmarthenshire County Council
3 Spilman Street
Carmarthen
Carmarthenshire
SA31 1LE

4. A completed copy of the attached Notice of Application shall be:-
 - i) Displayed on or near the premises in a place where Notices can be conveniently read by the public, for twenty-one (21) days beginning on the date an application is submitted to the Council;
 - ii) Published within seven (7) days of the application being submitted to the Council in a local newspaper circulating within Carmarthenshire.
5. Forward a copy of the application forms within seven (7) days of applying to the Council to The Police Licensing Officer, Dyfed Powys Police, c/o Police Station, Foundry Road, Ammanford, SA18 2LS
6. Provide details of the publication and display of Notices by completing and returning the form provided along with a copy of the Press Notice to the Head of Public Protection at the above address within seven (7) days of publication.
7. As a public body, we are under a duty to protect the public funds that we administer, and to this end may use information provided by applicants for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.
8. Applicants are encouraged to contact the authority to discuss their proposals prior to submitting an application. The Licensing section can be contacted on :-

Tel No. 01267 234567

e-mail : PublicProtection@Carmarthenshire.gov.uk

Fax No. 01267 229141