

**Sexual Entertainment Venue Licence Application**

Please find enclosed the following documents which relate to your application for a sexual entertainment venue licence.

1. **Highland Council’s SEV Policy Statement** – These will help explain what is required in terms of the application and should also be referred to when completing the application form.
2. **Application form** – The application form can be used when applying for either the grant, renewal or variation of a licence.
3. **Conditions of Licence** – These are the standard conditions which are attached to all sexual entertainment venues licences granted and must be complied with throughout the period of the licence. A copy of these conditions can be found at Annex G.
4. **Fees:** The relevant fees are as follows:

* Grant of a SEV - £559
* Renewal of a SEV - £559
* Variation of an SEV licence - £279

1. **Notice of Application** - This should be displayed at the premises for a period of 21 days from the date that the application is submitted. The relevant procedure is set out within Annex A-Application Procedure.

To ensure that your application is processed as quickly and efficiently as possible please ensure that relevant documents have been enclosed as part of your application.

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| **Please confirm whether the following have been enclosed with the application** | **Y** | **N** | **N/A** |
| A site scale plan (1:1250) |  |  |  |
| Drawings showing the front elevation as existing |  |  |  |
| Drawings showing the front elevation as proposed (including proposed signage, advertising, and window display). |  |  |  |
| Layout plan of premises |  |  |  |
| Planning permission |  |  |  |
| Certificate of lawful use or development |  |  |  |
| Copies of the memorandum and Articles of Association of the Company (if the applicant is a company) |  |  |  |
| A copy of the Partnership Deed (if the applicant is a partnership) |  |  |  |
| A copy of any other licences for the premises, stall, vehicle, or vessel. |  |  |  |
| Code of practice for performers |  |  |  |
| Rules for customers |  |  |  |
| Code of conduct for performers |  |  |  |
| Copy of notice of application displayed on or near the premises |  |  |  |
| Copy of newspaper containing advertisement of this application |  |  |  |
| Certificate of Compliance |  |  |  |

**Requirements for layout plan**

The layout plan **must** show:

* The layout of the premises including, e.g., stage, bars, cloakroom, WCs, performance area, dressing rooms.
* The extent of the boundary of the premises outlined in red.
* The extent of the public area outlined in blue.
* Uses of different areas in the premises, e.g., performance areas, reception.
* Structures or objects (including furniture) which may impact on the ability of individuals to use exits or escape routes without impediment.
* Location of points of access to and egress from the premises.
* Any parts used in common with other premises.
* Position of CCTV cameras.
* Where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor.
* Where the premises includes any steps, stairs, elevators or lifts, the location of the same.
* The location of any public conveniences, including disabled WCs.
* The position of any ramps, lifts, or other facilities for the benefit of disabled people.
* Any level changes at the entrance to or within public parts of the premises which may be inaccessible to disabled people.
* The location and type of any fire safety and any other safety equipment.
* The location of any kitchen on the premises.
* The location of emergency exits.

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| **FEE PAID** | **£** |  |
| **RECEIPT NO.** |  |
| **DATE RECEIVED** |  |
| **RECEIVED BY**  **(SERVICE POINT & INITIALS)** |  |

### **CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

### **APPLICATION FOR**

### **A SEXUAL ENTERTAINMENT LICENCE**

# **PLEASE READ THE ATTACHED GUIDANCE NOTES BEFORE COMPLETING THIS FORM**

## Application is hereby made, and the necessary fee will be provided for a:

New licence

Transfer of licence

Renewal of licence

Variation of licence

**APPLICANT DETAILS**

This application is being made:

by or on behalf of an individual

by or on behalf of a company

by or on behalf of a partnership

Are you currently operating as a sex entertainment venue?

Yes

No

**PART 1-THE APPLICANT**

**PLEASE COMPLETE THIS SECTION IF YOU ARE APPLYING AS AN INDIVIDUAL**

Full Name:

Date of Birth:

Place of Birth:

Home Address:

Telephone Number:

Email:

**PLEASE COMPLETE THIS SECTION IF YOU ARE A COMPANY OR OTHER CORPORATE BODY.**

Where the applicant is a **company,** please provide us with the following details:

Full Name of Company:

Full Name of Business/Premises:

Address of Registered or Principal Office:

Post Code:

Please provide details of:

1. Directors
2. Any person with a shareholding greater than 10% in the applicant
3. Any other person responsible for the management of the applicant

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| --- | --- | --- | --- | --- |
| **NAME OF INDIVIDUAL** | **ADDRESS** | **POSITION** | **DATE OF BIRTH** | **PLACE OF BIRTH** |
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Is the Applicant a subsidiary of another company or corporate body?

Yes

No

If yes, please provide details of the company and its directors.

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| --- | --- | --- | --- | --- |
| **NAME OF DIRECTORS** | **ADDRESS** | **POSITION** | **DATE OF BIRTH** | **PLACE OF BIRTH** |
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**PLEASE COMPLETE THIS SECTION IF YOU ARE A PARTNERSHIP OR OTHER UNINCORPORATED BODY.**

**Applicant Name:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME OF PARTNERS** | **ADDRESS** | **POSITION** | **DATE OF BIRTH** | **PLACE OF BIRTH** |
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**PART 2-THE PREMISES**

Does the application relate to a:

Premises

Vehicle

Vessel

Stall

Where the application is a premises, please provide the relevant details for the premise for which a licence is required:

**Name of Premises:**

**Address**

**Postcode:**

Do you intend to use the whole premises as a sexual entertainment establishment?

Yes

No

**If No, please provide advise:**

1. what the remainder of the property will be used for? and
2. who will be responsible for managing the remaining part of the property?

If your application relates to a vehicle, vessel, or stall, where do you propose to use it?

Please provide details of the applicant’s interest in the premises, vehicle, vessel or stall. For example, owner, tenant etc.

**NB.** **A letter of consent from the owner of the site must accompany this application.**

## If you are a tenant, please provide the following details:

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| --- | --- |
| **Name and address of landlord** |  |
| **The length of the lease** |  |
| **The length of notice required to terminate the tenancy** |  |

## Is there planning permission for the use of the premises, vehicle, vessel, or stall as a sexual entertainment establishment?

Yes

No

|  |
| --- |
| If yes, please provide the date of the planning permission: |

Is the premises, vehicle, vessel, or stall licensed under the Licensing (Scotland) Act 2005?

Yes

No

Does the applicant intend to obtain a licence under any other legislative Act or to apply to vary an existing licence under any other Act?

Yes

No

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| If yes, please provide further information: |

Does the applicant intend to operate the sexual entertainment establishment in conjunction with any other licence?

Yes

No

Is customer access to the premises, vehicle or vessel or stall directly from the street?

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| If the answer if no, please provide further details: |

Is customer access from the street to be supervised at all times the premises are open to the public?

**Yes**

**No**

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| If the answer if no, please provide details of your proposed door control and supervision? |

Are all door supervisors to be licensed with the Security Industry Authority?

Yes

No

## **PART 3-OPERATION OF THE BUSINESS**

## What will the business be known as?

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Are you currently operating the premises, vehicle, vessel of stall as a sexual entertainment establishment?

Yes

No

Is there planning permission for the use of the premises, vehicle, vessel, or stall as a sexual entertainment establishment?

Yes

No

## Please provide a description of all proposed (or existing) exterior signage and images to be used.

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Please provide details of the measures that are proposed (or existing signage) to prevent the interior of the premise being visible to passers-by? **Please note that a plan of the exterior showing the signage and advertising is required as part of this application.**

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## What if any window displays are to be exhibited? Please indicate the size and nature of any display.

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## Please provide us with the details of the person(s) who will be responsible for the day-to-day management of the business at the premises, vehicle, vessel, or stall.

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Please explain what measures are to be applied in respect of admissions and age restrictions and how they will be enforced?

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Please provide a description of the activities to be carried out on the premises, e.g., lap-dancing, pole dancing, stage striptease etc. **Please provide a layout plan of the premises.**

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Is the proposal for full nudity?

Yes

No

Please state what if any separation between performers and audience is proposed? (e.g., performers on stage, 1 metre distance etc)

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Please outline how customers will be notified of the “Code of Conduct” and how this will be monitored and enforced? **Please provide a copy of the Code of Conduct with this application.**

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## Please set out the system for monitoring compliance with the venue’s policy for the Conduct of Performers. Please note that the Code of Conduct for Performers must be attached to this application.

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## Please describe the arrangements for CCTV and for retention of recordings.

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Please provide details of your proposed arrangements for private booths or areas, including details about supervision for these areas.

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Please set out the proposed system (or the existing system) for checking the age and right to work in the UK for all employees?

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| --- |
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Please provide details of times for which the Sexual Entertainment Licence is required.

|  |  |  |
| --- | --- | --- |
|  | **OPENING** | **CLOSING** |
| **MONDAY** |  |  |
| **TUESDAY** |  |  |
| **WEDNESDAY** |  |  |
| **THURSDAY** |  |  |
| **FRIDAY** |  |  |
| **SATURDAY** |  |  |
| **SUNDAY** |  |  |

Please state proposals for preventing nuisance to residents and businesses in the vicinity?

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Please provide details of the measures that are proposed (or in place) to promote public safety?

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Please provide details of the measures that are proposed (or in place) to prevent crime and disorder?

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|  |

Please provide details of the measures that are proposed (or in place) to protect children and young persons from harm

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|  |

Have you previously held a Sexual Entertainment Venue licence within any area of the UK?

Yes

No

If yes, please provide the following details:

|  |
| --- |
| Where was the licence obtained? When was the licence obtained?  How long was the licence held for?  Do you continue to hold the licence? If you no longer hold the licence, please explain why. |

Have you ever been refused a Sexual Entertainment Venue licence in this area or any other area of the UK?

Yes

No

If yes, please provide :

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| --- |
| Details of reasons for the refusal: The date of refusal: |

Since being born have you or anyone named in this application lived outside of the UK for a continuous period of 12 months or more?

Yes

No

If yes, please provide details of each country that you have lived in, in the last 10 years.

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## Have you **or** the day-to-day manager ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere?

Yes

No

If yes, please provide the following details

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| --- | --- | --- | --- |
| Date | Convicting Court | Offence | Penalty Imposed |
|  |  |  |  |

**SIGNATURE AND DECLARATIONS**

The following declaration must be signed in all cases:

1. If the applicant is an individual, by that individual;
2. If the applicant is a partnership, by all individuals who are partners;
3. If the applicant is a company, by a director or the company secretary;
4. In any other case, by a duly authorised officer of the applicant.

The applicant, declares that in accordance with paragraph 7(4) of Schedule 2 of the Civic Government (Scotland) Act 1982, the applicant shall, for a period of 21 days commencing with the date on which this application was submitted to the Council, display at or near the premises so that it can conveniently be read by the public, a notice complying with the requirements of paragraph 7 of the said Schedule;

**or**

The applicant declares that they are unable to display a notice of this application at or near the premises because they have no rights of access or other rights enabling them to do so, but that the applicant has taken the following steps to acquire the necessary rights, namely: - (here specify the steps taken)

but has been unable to display the notice.

Delete part (a) or (b) as appropriate. **Where declaration (a) is made there must be produced to the Council as soon as possible after the expiry of the 21-day period a Certificate of Compliance with paragraph 2(2) of the said Schedule. 2.**

The information you have provided on this application form, and from supporting documentary evidence – where applicable, will be processed by The Highland Council (the “data controller”) for the purposes of the General Data Protection Regulation and the Data Protection Act 2018 (UK GDPR) in order to process your Licensing Application.

For the purpose of dealing with your application, we will share your information in accordance with the Civic Government (Scotland) Act 1982, other licensing legislation and with relevant internal services of Highland Council. The Council may also check information provided by you, or information about you provided by a third party such as NHS Highland, Scottish Fire and Rescue Service, Scottish Ambulance Service and Police Scotland with other information held by us. We may also get information from those third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

**Data Protection Act 2018**

The information on this form may be held on an Electronic Register which may be available to members of the public on request. **PLEASE NOTE – IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION** Criminal Law (Consolidation) (Scotland) Act 1995 Section 44(2)(b).

I understand that Highland Council are permitted to accept applications for the grant or renewal of this licence; objections or representations; and notifications of any change to the licence, by means of electronic communication. Applications, objections, representations, or notifications can be sent to the Council by email to [licensing@highland.gov.uk](mailto:licensing@highland.gov.uk)

I permit The Highland Council to give notice and provide reasons in relation to granting, refusing, renewing, changing, altering, varying, suspending, and revoking the licence by means of email. I authorise the email address provided by me on this application to be used for this purpose. I declare that the particulars given on this form are correct to the best of my knowledge and belief. The applicant authorises the use of the information provided for the above purposes and hereby makes application to Highland Council for the grant or renewal of the licence applied for.

**Date**……………………...

**Signature of applicant (or agent if applicable)** …………………

**Position in company (if applicable)** ………………………

**Address of agent (if applicable)** ……………………………