



RESPONSIBLE AUTHORITIES

Licensing Act 2003

Please submit your original application with all accompanying documents to:

THE LICENSING AUTHORITY Licensing, Worcester City Council, The Guildhall, High Street, Worcester, WR1 2EY.
 Tel: 01905 822799
 Email: wrsenquiries@worcsregservices.gov.uk

A copy of your application must also be sent to

- **New Premises Licence & Club Premises Certificate** – All of the Responsible Authorities listed.
- **Variation of a Premises Licence & Club Premises Certificate** – All of the Responsible Authorities listed.
- **Temporary Event Notice** –The Licensing Authority, West Mercia Police and Environment Health (WRS) only.
- **DPS Variations**– The Licensing Authority and West Mercia Police only.
- **Applications to Transfer a Premises Licence** - The Licensing Authority, West Mercia Police and Home Office (Immigration Enforcement)
- **Minor Variations and Personal Licenses** – The Licensing Authority only.

WEST MERCIA POLICE	West Mercia Police, Worcester Police Station, Castle Street, Worcester, WR1 3QX Tel: 01905 331037 Email: licensingouthworcs@westmercia.police.uk
THE FIRE AUTHORITY	Hereford & Worcester Fire and Rescue Service, Service Headquarters, 2 Kings Court, Charles Hastings Way, Worcester, WR5 1JR Tel: 0800 0321155 Email: LConsult@hwfire.org.uk
ENVIRONMENT HEALTH	Worcestershire Regulatory Services, Wyre Forest House, Finepoint Way, Kidderminster, Worcs, DY11 7WF Tel: 01905 822799 Email: wrsenquiries@worcsregservices.gov.uk

HEALTH & SAFETY	Worcestershire Regulatory Services, Wyre Forest House, Finepoint Way, Kidderminster, Worcs, DY11 7WF Tel: 01905 822799 Email: wrsenquiries@worcsregservices.gov.uk
TRADING STANDARDS	Worcestershire Trading Standards, Wyre Forest House, Finepoint Way, Kidderminster, Worcs, DY11 7WF Tel: 01905 822799 Email: TSEnquiries@WorcestershireTS.gov.uk
CHILDRENS SERVICES	Initial Screening & Contact (Access Centre), PO Box 589, Worcester, WR4 4AH Tel: 01905 728852 Email: lado@worcschildrenfirst.org.uk
HEALTH AUTHORITY	Directorate of Public Health, Worcestershire County Council, Pavilion E1, County Hall, Spetchley Road, Worcester, WR5 2NP Tel: 01905 843406 Email: DTillsley@worcestershire.gov.uk
PLANNING AUTHORITY	Planning and Building Control, Worcester City Council, Guild Hall, High Street, Worcester, WR1 2EY.. Tel: 01905 722532 Email: planning@worcester.gov.uk
HOME OFFICE (IMMIGRATION ENFORCEMENT)	Alcohol Licensing Team, Lunar House, 40 Wellesley Road, Croydon, CR9 2BY Email: Alcohol@homeoffice.gov.uk

Before applying, applicants should take advice from the responsible authorities to minimise the likelihood of objections.

Electronic Applications – via GOV.UK

The Licensing Act 2003 also permits the electronic service of applications.

If you wish to submit the full application by electronic means please use www.gov.uk, you can also access gov.uk via the Council website licensing pages. The periods allowed for determination of electronic applications will not begin until all of the necessary documents have been received.

For any applications submitted and paid for wholly via www.gov.uk, the Licensing Office will forward all copies of the application to the appropriate Responsible Authorities.

For further advice or information please contact a member of the Licensing team at:

Worcestershire Regulatory Services

Email: wrsenquiries@worcsregservices.gov.uk

Phone: 01905 822799