



**PROCEDURE TO BE FOLLOWED WHEN APPLYING FOR A
SEX ESTABLISHMENT LICENCE IN RESPECT OF FIXED PREMISES**

An applicant for a Sex Establishment Licence shall:-

1. Send a copy of the application form with a cheque for £9886.00, 3 A4 Legible copies of a plan of the premises with the area to be licensed outlined in red and 3 A4 Legible copies of a site plan showing the location of the premises in relation to the surrounding area to the Licensing Office, Legal & Democratic Services, Norwich City Council, City Hall, Norwich, NR2 1NH.

2. Within 7 days after the date of the application send a copy of the application form and a copy of the site plan to:

Licensing Officer Norwich Central Licensing Unit Bethel Street Police Station NorwichNR2
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3. Within 7 days after the date of application the applicant shall publish a Notice, (in the form attached), in the Public Notices Section of the Evening News.

4. Display for a consecutive period of not less than 21 days, beginning with the date of the application a notice, (in the form attached), in a prominent and conspicuous position, on or near the premises to which the application relates, where it will be seen by persons not frequenting the premises.

5. Proof of advertising in the Evening News will be required in the form of the relevant Public Notice and proof of display of the notice will be required in the form of the attached certificate headed "Certificate of Advertising" both of which should be returned to the Licensing Office, Legal & Democratic Services, Norwich City Council, City Hall, Norwich, NR2 1NH.

Should you require any assistance in respect of your application, then please contact the Licensing Office on Norwich City Council on direct line number (01603) 212761.

The Council's Regulatory Committee normally meets on the third Tuesday of the month except August when there is no meeting.