

Guidance Notes: Sex Establishment Application Procedure (Sex Shop)

Under the Local Government (Miscellaneous Provisions) Act 1982 a specific application procedure is required to be followed. This guidance note explains the procedure that must be followed when an application to open a sex establishment is made to Braintree District Council.

1. Application is submitted to Braintree District Council. Please find attached a copy of the application form. Please ensure all sections of the form are fully completed. Failure to complete all sections will delay the application procedure.
2. Within 7 days of the date of the application, at your own cost, notice shall be given by publishing an advertisement in a local newspaper circulating in the local area, normally the Braintree and Witham Times. A template indicating the prescribed form of the notice has been enclosed for your guidance. Please ensure that a copy of the published advertisement is forwarded to this department.
3. Within 7 days of the date of the application, a notice shall also be displayed for 21 days on the premises, in a place where the notice can be conveniently read by the public at anytime. The notice should be A4 size and remain legible for the full duration of its display. An example of a notice has been attached.
4. Details of the application will be sent by this department to Essex Police and local ward Councillors for their observations.
5. Upon the expiry of the 21-day period of the notice the applicant is required to complete form SEX3 and return it with the required attachments to the Licensing Services Manager.
6. A period of 28 days from the date of the application is allowed for receipt of any written objections. Any objections received after this date will not be considered in the decision as to whether the licence will be issued.
7. All sex establishment applications are decided by the Regulatory Committee and the applicant will be informed of the date of the Committee in due course.
8. A copy of the Committee report will be sent to the applicant 7 days prior to the Committee.

If you have any queries in relation to this procedure, please do not hesitate to contact the Licensing Services Manager on Tel. 01376 557790.

