



**APPLICATION FOR THE GRANT, RENEWAL OR TRANSFER OF LICENCE  
FOR A SEX ESTABLISHMENT – EXPLANATORY NOTES FOR APPLICANTS**

Please read these notes carefully. Failure to observe the requirements mentioned in these notes may render your application invalid.

1. The current Council fees for applications are detailed on our website. Fees are payable for applications of grant, renewal, transfer, and variation of a Licence. Further, certain applications carry a supplementary 'grant fee'.

20% of the Council's fee will be retained if an application is refused.

A remittance of the appropriate fee should accompany your application or you can pay over the phone by calling 01908 252800. Cheques should be made payable to "Milton Keynes Council".

2. **PLEASE NOTE THAT APPLICATIONS MUST BE ACCOMPANIED BY THE FOLLOWING IF RELEVANT:-**

- a. Two copies of a passport size photograph in respect of the applicant (if an individual). The photographs are to be dated, bear the name in block capitals of the person whose likeness it bears, and be signed by the person making the above Declaration.
- b. A site plan scale 1:1250 or suitable alternative.
- c. Scale plans of the premises (1:50 or suitable alternative) in respect of which the licence is sought showing all means of ingress and egress to and from the premises, parts used in common with any other building, and details of how the premises lie in relation to the street. This is not necessary for a renewal nor variation where structure is not amended.
- d. Drawings showing all elevations as existing and as proposed (1:50 or suitable alternative) including all advertisements and signs. This is not necessary for a renewal nor variation where structure is not amended.
- e. Duly certified copies of the documents of title (i.e. land certificate, lease,

rental agreements) and of any other agreements referred to in response to questions in this application.

- f. Where the business is conducted by or on behalf of a body corporate or unincorporated body a certified body of the Resolution authorising the application.
  - g. Where the business is carried on by or on behalf of partners the written authority for an application of those partners who are not themselves applicants.
  - h. If the applicant is a company, copies of the Memoranda and Articles of Association of the company, the parent company and any ultimate holding company.
  - i. If the application is being made on behalf of a partnership a certified copy of the Partnership Deed.
3. If the application is in respect of premises (ie. not a vehicle, vessel or stall), a notice in the appropriate form (see enclosed form of notice) must be displayed for 21 days beginning with the date the application was accepted on or near the premises in a place where the notice can conveniently be read by the public. You are required to submit to the Council a copy of this site notice duly certified as to the period during which and the place where it was displayed following expiry of the 21-day period.
  4. For new or renewal applications you must give public notice of your application in the appropriate form (see enclosed form of notice) in a local newspaper circulating the Borough not later than 10 working days after the date of the application and you will be required to produce an original copy of the relevant edition of the newspaper following publication.
  5. You must send a copy of your application to the Area Commander, Milton Keynes Division, Thames Valley Police, 302 North Row, Witan Gate East, Central Milton Keynes, MK9 2DS not later than 7 days after the date of the application.
  6. The Council may wish to seek further information concerning yourself or the application premises (including an inspection of the premises) before considering the application.
  7. When the preliminary formalities have been completed your application will be referred in due course to the appropriate Committee of the Council for decision if required.
  8. For transfer applications written consent of the existing licence holder to the transfer

April 2025



**APPLICATION FOR A SEX ESTABLISHMENT LICENCE  
OR CHANGE TO EXISTING LICENCE**



**LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982**  
**APPLICATION FOR USE OF PREMISES AS A SEX ESTABLISHMENT**

**WHERE THE APPLICANT IS AN INDIVIDUAL:**

1. Full name, address and contact details of applicant:

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Email \_\_\_\_\_

Telephone \_\_\_\_\_

2. Where the applicant is an individual:

a) date of birth: \_\_\_\_\_

b) place of birth: \_\_\_\_\_

**WHERE THE APPLICANT IS A PARTNERSHIP, COMPANY OR OTHER CORPORATE BODY**

3. What is the name of the applicant?

4. Address of Registered or Principal Office \_\_\_\_\_

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5. Registered number of applicant: \_\_\_\_\_

6. What are the names of the Applicant's Directors and company Secretary?  
\_\_\_\_\_  
\_\_\_\_\_

7. Are there other persons responsible for the management of the Applicant other than the Directors and Company Secretary? If so state their names  
\_\_\_\_\_  
\_\_\_\_\_

8. State the names of all persons with a shareholding greater than 10% in the Applicant:  
\_\_\_\_\_  
\_\_\_\_\_

9. Is the Applicant's wholly owned subsidiary of another company or corporate body? If so state the name, place of registration and identity of its Directors and Company Secretary:  
\_\_\_\_\_  
\_\_\_\_\_

**FOR ALL APPLICANTS:**

10. Does the applicant have a trading name different from that already given? If so state the name:  
\_\_\_\_\_  
\_\_\_\_\_

11. Does the applicant operate any other sex establishments? If so, provide details:

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12. Has the applicant been known by any other names?

13. Has the applicant:

- a) Ever been convicted of a criminal offence?
- b) Ever had a grant or renewal of a sex establishment licence refused or revoked?
- c) Ever been served with a winding up petition?

**If the answer to any of these questions yes please supply further details on a separate piece of paper.**

**DETAILS OF THE PREMISIES**

14. Permanent address:

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Telephone No.

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E-mail

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15. Is it proposed to use the premises as a sex shop, sexual entertainment venue or a sex cinema.

Please specify \_\_\_\_\_

16. Are the whole of the premises described in response to the question above to be used under the licence? YES/NO (delete as appropriate)

17. If the answer to Question 16. above is 'NO' please state:-

i) which part of the premises is to be used for the purpose of the licence:

\_\_\_\_\_

ii) the use to which the remainder of the premises are to be put:

\_\_\_\_\_

iii) the names of those who are responsible for the management of the remainder of the premises:

\_\_\_\_\_

\_\_\_\_\_

18. What is the nature of the applicant's interest in the premises? Please state whether it is:

(i) freehold; or Yes/No

(ii) leasehold: Yes/No

19. If the applicant's interest in the premises is a leasehold one please state:

(i) whether a head lease or an underlease .....

(ii) a) the name and address of the landlord .....

(where applicable) .....

b) the name and address of the superior landlord .....

(where applicable)

(iii) the amount of the annual rental or where this is not a certain figure describe the method of calculating the rental OR £ .....p/a

(iv) the length of the unexpired term (Years/Months) .....

(v) the length of notice required to terminate the tenancy (Years/Months) .....

20. Has the applicant a financial interest in the business, which is the subject of this application? If "YES" to what extent?

\_\_\_\_\_

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21. Is the whole of the business owned by the applicant?

Please detail \_\_\_\_\_

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**DETAILS OF THE BUSINESS**

22. Under what trading name(s) are or will be the premises be known?

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23. Has the applicant in connection with the business entered into any Agreement or Deed other than the Tenancy Agreement or lease? YES/NO

If "YES" please supply full details and a copy of the Agreement.

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24. Please provide the names and addresses of any lenders, mortgagees, or others providing finance with the full terms of such loans.

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25. Is the business required to purchase merchandise from a particular company, person, or body? If "YES" supply a copy of the Agreement and state what is purchased, and from whom.

**MANAGEMENT OF THE BUSINESS**

26. State the identity of the person who will be in day to day management of the premises:

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Address \_\_\_\_\_



Telephone \_\_\_\_\_

27. Which person(s) will be in day to day management of the premises in the absence of the person stated above.

\_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

8. **What are the operational hours you intend for the business:**

Day	Start	Finish
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

29. State the proposals in respect of the signage and advertising including the nature, content and size of such signage:

\_\_\_\_\_

\_\_\_\_\_

30. What means are to be taken to prevent the interior of the premises being visible to passers-by?

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31. What if any window displays are to be exhibited?

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32. What age restrictions are to be employed and how are these to be enforced?

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33. State the arrangements for CCTV throughout the premises, the numbers of days continuous recording will be employed, the areas covered, the numbers of staff trained in the use and down load of images for use by the Police and Licensing Authorities?

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34. With regard to Sexual Entertainment Venues:

- a) Is the proposal for full nudity?
- b) Give full details on the nature of the relevant entertainment to be provided? i.e. pole dancing, lap dancing etc:
- c) What arrangements have been made with regard to use of private booths, such as supervision etc

**Please supply further details on a separate piece of paper.**

35. If the application is for a licence for a sex shop, state whether any part of the premises is to be used for the purposes of displaying films, video recordings or other moving pictures.

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If "YES" state whether cubicles are to be used for viewing and if so, how many.

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36. What articles are to be offered for sale?

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37. On a separate sheet of paper:
- a. State the proposals for preventing nuisance to residents and businesses in the vicinity.
  - b. State proposals for promoting public safety.
  - c. State proposals for preventing crime and disorder.
  - d. State proposals for protecting children from harm.
  - e. Set out the applicant's system for checking the age and right to work in the UK for all employees.
  - f. For Sexual Entertainment Venues, set out the system for training all staff in your Code of Practise for performers .  
*Note: you should attach your Code of Practise for performers*
  - g. For Sexual Entertainment Venues, set out the system for notifying the Rules for Customers and for monitoring and enforcing compliance.  
*Note: you should attach your Rules for Customers.*
  - h. For Sexual Entertainment Venues, set out the system for monitoring compliance with the venue's Policy for Welfare of Performers.  
*Note: you should attach your Policy for Welfare of performers.*

38. Set out any information you wish the authority to take into account.  
(use additional sheet of paper if required)

39. Is there any information contained within this application you do not want to be made public, and if so, please state the reason why?

**40. Correspondence address for application:**

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**APPLICANTS ARE WARNED THAT ANY PERSON WHO, IN CONNECTION WITH AN APPLICATION FOR THE GRANT, RENEWAL OR TRANSFER OF A LICENCE MAKES A FALSE STATEMENT WHICH HE KNOWS TO BE FALSE IN ANY MATERIAL RESPECT, OR WHICH HE DOES NOT BELIEVE TO BE TRUE, IS GUILTY OF AN OFFENCE AND LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING TWENTY THOUSAND POUNDS (£20,000).**

**DECLARATION**

I ..... declare that the information given above is true and complete in every respect.

Dated this ..... Day of .....20

Signature .....

Designation of Signatory .....

I have made or enclosed payment of the fee

I have enclosed a scale plan to which the application relates

I understand that I must now advertise my application on the premises and in the newspaper

I have sent a copy of this application and plan to Chief Officer of Police

I have been a UK resident for at least 6 months

I understand that if I do not comply with the above requirements my application will be rejected



**SUGGESTED FORM OF PUBLIC NOTICE FOR NEWSPAPER**

**Local Government (Miscellaneous Provisions) Act 1982  
Application for Grant/Renewal/Transfer of Sex Establishment Licence**

**TAKE NOTE** that an application has been made to Milton Keynes City Council by

for the **Grant/Renewal/Transfer/ Variation** of a Sex Establishment Licence in respect of the premises known as:

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permitting the premises to be open during the following days at the times specified:-

**ANY PERSON** wishing to oppose the application should write to Licensing, Milton Keynes City Council, Civic Offices, 1 Saxon Gate East, Central Milton Keynes MK9 3EJ

Letters of objection or letters of support should be sent to the Regulatory Advice and Licensing within 21 days of the date of this notice.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_



**SEX ESTABLISHMENT LICENCE – FORM OF NOTICE/CERTIFICATE**

To: Licensing  
Milton Keynes Council  
Civic Offices  
1 Saxon Gate East  
Central Milton Keynes MK9 3EJ

Re: Premises known as - \_\_\_\_\_  
\_\_\_\_\_

With regard to the application for the above Licence:

1. I/WE HEREBY CERTIFY that a press notice (copy attached) was on the \_\_\_\_\_ day of \_\_\_\_\_ published in \_\_\_\_\_ (state newspaper) being a local newspaper circulating in the area in which the above premises are situated.
2. I/WE HEREBY CERTIFY that a site notice in the form prescribed by the Council was displayed on or at the above premises in a prominent position so that it could easily be read by passers-by, and ensured that the site notice remained in position from \_\_\_\_\_ to \_\_\_\_\_ (being at least 21 days).
3. I/WE HEREBY CERTIFY that on \_\_\_\_\_ a notice of the application was also served on the Area Commander, Milton Keynes Division, Thames Valley Police, 302 North Row, Witan Gate East, Central Milton Keynes.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

(Signed) \_\_\_\_\_

Name (in block capitals) \_\_\_\_\_

Note: This certificate is to be completed by the applicant and sent to Licensing at the above address after the 21 day period allowed for objections has expired.



**SEX ESTABLISHMENT LICENCE**

**NOTICE OF APPLICATION**

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**NOTICE IS HEREBY GIVEN THAT**

(Full names of applicant(s))

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**has applied to Milton Council for**

**a new/renewal/transfer of licence for a sex establishment as a  
sexual entertainment venue/sex shop/sex cinema**

**for the premises**

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Anyone wishing to oppose the application must give notice in writing to Licensing, Milton Keynes City Council, Civic Offices, 1 Saxon Gate East, Central Milton Keynes MK9 3EJ, within 28 DAYS OF THE DATE OF THIS NOTICE, specifying the grounds of opposition. Anyone requiring further advice or information should contact the Regulatory Advice and Licensing on telephone number 01908 252800.

Persons objecting to the grant or renewal of licences must be prepared to attend in person at the public hearing before a committee of the Council.

This notice must be completed and on the same day on which the application is made must be exhibited on a conspicuous part of the premises where it can easily be read by persons in the street at all times. The notice must be exhibited continuously for not less than 21 days.

Dated - \_\_\_\_\_