

## **RESPONSIBLE AUTHORITIES**

### **Licensing Act 2003**

Please submit your original application with all accompanying documents to:

#### **THE LICENSING AUTHORITY**

Licensing, Wychavon District Council, Civic Centre, Queen Elizabeth Drive, Pershore, WR10 1PT  
Tel: 01905 822799  
Email: [wrsenquiries@worcsregservices.gov.uk](mailto: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.pnn.police.uk](mailto:licensingouthworcs@westmercia.pnn.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](mailto: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](mailto: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](mailto: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](mailto:TSEnquiries@WorcestershireTS.gov.uk)

**CHILDRENS SERVICES**

Initial Screening & Contact (Access Centre), PO Box 589  
Worcester, WR4 4AH  
Tel: 01905 728852  
Email: [childrensteam@worcestershire.gov.uk](mailto:childrensteam@worcestershire.gov.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](mailto:DTillsley@worcestershire.gov.uk)

**PLANNING AUTHORITY**

Planning and Building Control, Wychavon District Council, Civic  
Centre, Queen Elizabeth Drive, Pershore, WR10 1PT  
Email: [planning@wychavon.gov.uk](mailto:planning@wychavon.gov.uk)

**HOME OFFICE  
(IMMIGRATION ENFORCEMENT)**

Alcohol Licensing Team  
Lunar House  
40 Wellesley Road  
Croydon  
CR9 2BY  
Email: [Alcohol@homeoffice.gsi.gov.uk](mailto:Alcohol@homeoffice.gsi.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](http://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](http://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](mailto:wrsenquiries@worcsregservices.gov.uk)

Phone: 01905 822799