

# **THE COUNCIL OF THE CITY OF GLOUCESTER**

## **SEX ESTABLISHMENTS POLICY STATEMENT**

**Schedule 3 Local Government (Miscellaneous Provisions) Act 1982,  
as amended by Section 27 Policing and Crime Act 2009**

**2014-2017**

## **PREFACE**

This Sex Establishments Policy Statement sets out Gloucester City Council's requirements for premises to be licensed as Sex Establishments within the meaning of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by section 27 of the Policing and Crime Act 2009.

The Local Government (Miscellaneous Provisions) Act 1982 (as amended by section 27 of the Policing and Crime Act 2009) can be viewed at [www.opsi.gov.uk](http://www.opsi.gov.uk).

The Council resolved to adopt the original provisions of Part II Section 2(2) of Schedule 3 of the 1982 Act for Sex Cinemas and Sex Shops on 1<sup>st</sup> November 1982. This came into force on 11<sup>th</sup> January 1983. The new provisions for Sexual Entertainment Venues under the amendments of Section 27 of the Policing and Crime Act 2009 were adopted on 24<sup>th</sup> February 2011 and took effect from 1<sup>st</sup> April 2011.

Adoption of Schedule 3 of the 1982 Act allows the Council to set terms and conditions and fees for the grant, variation, renewal and transfer of such licenses and the number of premises to be licensed in a given area, which may be Nil.

The previous Sex Shop Licensing Policy Guidelines and Standard Conditions for Sex Establishment Licenses were approved by Council on 10<sup>th</sup> July 2002. Following this further Guidelines Relating to Pole/Lap/Striptease Dancing were approved by the Licensing and Enforcement Committee on 26<sup>th</sup> July 2005.

In this Policy Statement the Council refers to all sex cinemas, sex shops and sexual entertainment venues as 'Sex Establishments'. This document is the first version of a Sex Establishments Policy Statement which controls all three types of Sex Establishments.

The current Sex Establishments Policy Statement was consulted on between 14<sup>th</sup> March 2011 and 6<sup>th</sup> June 2011, and was approved by the Licensing and Enforcement Committee on 21<sup>st</sup> July 2011.

The Council will review its Sex Establishment Policy at least once every five years and if necessary it will be revised.

The initial consultation was conducted with local residents, existing and potential holders of Sex Establishment Licenses in Gloucester City, the statutory Responsible Authorities under the Licensing Act 2003, and holders of Premises Licenses and Club Premises Certificates under the Licensing Act 2003 in Gloucester City.

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**Further copies may be obtained from the above address or from the Council's website [www.gloucester.gov.uk](http://www.gloucester.gov.uk)**

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## 1. Profile of the City of Gloucester

Gloucester City Council is situated in the County of Gloucestershire which contains 6 district Councils in total. The Council area has an estimated population of 121,700 (2011 Census) making it the largest urban Authority in the County in terms of population. In terms of area, it is one of the smallest covering just 15.64 square miles. The City of Gloucester is the County town for Gloucestershire and its area is mainly urban. It is surrounded by the rural authorities of the County. A map of the district is attached as **Appendix A**. The map outlines the City's boundaries and Wards. Westgate, Barton and Tredworth Wards are areas of deprivation with Westgate Ward a focus for upcoming development. The Docks and Quays area of the City are in the process of major regeneration and stretches from the South of the City to an area known as Kingsway situated between the Quedgeley by-pass and the M5 Corridor.

## **2. Purpose and Aim of Policy**

- 2.1 This Policy Statement sets out the Council's guidance, application procedure, terms and conditions and fees regarding the regulation of Sex Establishments.
- 2.2 This document supersedes all previous policies adopted by the Council and will guide current licence holders, potential licence holders and the Council when considering applications for Sex Establishments.
- 2.3 The Council does not take any moral stand in adopting this policy. The Council recognises that Parliament has made it lawful to operate Sex Establishments, and that such businesses are a legitimate part of the retail and leisure industries. It is this Council's role as the Licensing Authority to administer the licensing regime in accordance with the law.
- 2.4 In developing this Policy Statement, the Council took into account the legal requirements of the 1982 Act and their duties under:
- a) Section 17 of the Crime and Disorder Act 1998 to take all reasonable steps to reduce crime and disorder within the City;
  - b) The Regulators Compliance Code (set out under the legislative and Regulatory Reform Act 2006) not to impede economic progress by the regulations we set out to particularly consider the impact of regulations on smaller businesses; and
  - c) The Provisions of Services Regulations 2009 to ensure requirements are:
    - i) Non-discriminatory
    - ii) Justified by an overriding reason relating to the public interest
    - iii) Proportionate to that public interest objective
    - iv) Clear and unambiguous
    - v) Objective
    - vi) Made public in advance, and
    - vii) Transparent and accessible
- 2.5 This document relates to applications for Sex Establishment Licences covering:
- Sex Cinemas
  - Sex Shops
  - Sexual Entertainment Venues
- 2.6 Each application will be determined on its own merits.

### **3. Sex Establishment Licensing Applications**

**Any person wishing to operate a Sex Establishment as defined by Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended requires a Sex Establishment Licence.**

#### **3.1 Right to Waiver**

- 3.1.1 Applications can be made to waive the requirement for a sex establishment licence. This can be made either as part of the licence application or made separately.
- 3.1.2 The Council can grant a waiver if they consider that to require a licence would be unreasonable or inappropriate. Each application for waiver will be considered on its own merits and will only be granted in exceptional circumstances. Where a waiver is granted, the Council will inform the applicant that they have granted the waiver application.
- 3.1.3 The waiver may last for such a period that the Council think fit, however the Council may at any time terminate the waiver on such date not less than 28 days from the date the applicant is given notice.
- 3.1.4 The Council does not consider it would be appropriate to permit waivers from the requirements to hold a sex establishment licence in respect of Sex Shops and Sex Cinemas, except in exceptional circumstances considered by the Licensing Committee (for example, to allow a temporary re-location of a business following damage to licensed premises).
- 3.1.5 The Council does not consider it would be appropriate to permit waivers from the requirements to hold a sex establishment licence in respect of Sexual Entertainment Venues, particularly as the legislation allows relevant entertainment on an infrequent basis of no more than eleven occasions within a 12 month period, providing there is at least one month between each period of entertainment which itself does not last for more than 24 hours.

#### **3.2 Application for grant of a Licence**

- 3.2.1 To apply for the grant of a new sex establishment licence an applicant must submit to the Council:-
  - a) A completed application form;
  - b) A plan to scale of 1:100 of the premises to which the application relates showing (amongst other things) 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;
  - c) A site plan scale 1:1250;
  - d) Drawings showing the front elevation as existing and as proposed to a scale of 1:50, and
  - e) The appropriate fee
- 3.2.2 In addition to submitting the things set out in the list above, the applicant must:
  - a) Display a notice on or near the premises in a conspicuous location, for 21 days beginning with the date of the application;
  - b) Advertise the application in a local newspaper within 7 days after the date of application;

- c) Send a copy of the application and plan to the Chief Officer of Police for the area within 7 days of making the application to the Council.

3.2.3 The Council will also notify all applications for grant, renewal, transfer or variation of a licence to the following bodies who may comment on or object to the application within 28 days of the date of the application:-

- Chief Officer of Police
- Local Safeguarding Children Board
- Fire Safety Officer
- Trading Standards
- Planning Authority
- Relevant Town / Parish Council

### **3.3 Public Notices**

3.3.1 A Notice must be displayed at or on the premises to which the application relates for a period of not less than 21 consecutive days from the day following the day the application was given to the Council, in a position where it can be conveniently read from the exterior of the premises.

3.3.2 Where the premises cover an area of more than 50 metres, a further identical notice must be displayed every 50 metres along the external perimeter of the premises abutting the highway.

3.3.3 The Notice must be on pale blue paper sized A4 or larger and printed legibly in black ink or typed in a font size equal to or larger than 16.

3.3.4 The Notice must state:

- a) Details of the application and activities that it is proposed will be carried on or from the premises;
- b) The full name of the applicant;
- c) The postal address of the premises, or in the case where there is no postal address, a description of the premises sufficient to enable the location and extent of the Premises to be identified;
- d) The date, being 28 days after that on which the application is given to the Council, by which objections should be made to the Council and that the objections should be made in writing.
- e) That there is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine (£20,000) for which a person is liable on summary conviction of the offence.
- f) A similar notice must be published in a local newspaper or similar document within 7 days of giving the application to the Council.

### **3.4 Variation of a Licence**

3.4.1 The holder of a Sex Establishment Licence may apply at any time for any variation of the terms, conditions or restrictions on or subject to which the licence is held.

3.4.2 The process of applying for a variation is the same as that for applying for an initial grant except that a plan of a premise is not required unless the application involves structural alterations to the Premises.

### **3.5 Renewal of a Licence**

- 3.5.1 The holder of a Sex Establishment Licence may apply for renewal of the licence. In order for the licence to continue to have effect during the renewal process, a valid application form together with the appropriate fee must be submitted before the current licence expires.
- 3.5.2 The process of applying for the renewal of the licence is the same as that for applying for an initial grant except that the plan of the premises is not required.

### **3.6 Transfer of a Licence**

- 3.6.1 A person may apply for the transfer of a licence at any time.
- 3.6.2 The process of applying for the transfer of a licence is the same as that for applying for an initial grant except that a plan of the Premises is not required.

## **4. Determination of Applications**

**In determining an application for the grant, renewal, transfer or variation of a licence, the Council will have regard to any representations received that are relevant to the grounds set out in paragraphs 4.1 and 4.2 below.**

### **4.1 Mandatory grounds for refusal (Paragraph 12 of Schedule 3 of the 1982 Act)**

- 4.1.1 Specific Mandatory grounds for refusal of a licence are set out in the Act.  
A licence cannot be granted:
- a) To any person under the age of 18 years;
  - b) To any person who is for the time being disqualified due to the persons having had a previous licence revoked in the Gloucester City area within the last 12 months;
  - c) To any person, other than a body corporate, who is not resident in an European Economic Area State or was not so resident throughout the period of six months immediately preceding the date when the application was made; or
  - d) To a body corporate which is not incorporated in an European Economic Area State; or
  - e) To any person who has, within a period of 12 months immediately preceding that date when the application was made, been refused the grant or renewal of a licence for the premises, vehicle, vessel or stall in respect of which the application is made, unless the refusal has been reversed on appeal.
- 4.1.2 **Please note there is no right of appeal against refusal on these mandatory grounds for refusal set out in paragraph 4.1.1 above.**
- 4.1.3 If none of the above mandatory grounds for refusal applies to the applicant and no objections have been received and there are no other statutory grounds for refusal, including that the application does not exceed any permitted numbers, the application will be granted by way of delegated authority.
- 4.1.4 However, if any objections have been received, or if there are concerns regarding the characteristics of the locality, the application will be referred to the Council's Licensing and Enforcement Committee for a hearing of the application.

### **4.2 Discretionary grounds for refusal**

- 4.2.1 The Council may refuse an application for grant or renewal of a licence on one or more of the grounds specified below:-



- a) The applicant is unsuitable to hold the licence by reason of having been convicted of an offence or for any other reason;
- b) That if the licence were to be granted, renewed or transferred the business to which it relates would be managed by or carried on for the benefit of a person, other than the applicant, who would be refused the grant, renewal or transfer of such a licence if they made the application themselves;
- c) That the number of sex establishments in the relevant locality at the time the application is made is equal to or exceeds the number which the Council consider is appropriate for that locality (nil may be an appropriate number).
- d) That the grant or renewal of the licence would be inappropriate, having regard:
  - i) To the character of the relevant locality; or
  - ii) To the use to which any premises in the vicinity are put; or
  - iii) To the layout, character or condition of the Premises, vehicle, vessel or stall in respect of which the application is made.

4.2.2 Any decision to refuse a licence **MUST** be relevant to one or more of the grounds stated in 4.1 and/or 4.2 above.

### **4.3 Suitability of Applicant**

4.3.1 In determining applicant suitability for the grant of a new licence, renewal of a licence, or the transfer of an existing licence, the Council will take the following into account:

- Previous relevant knowledge and experience of the applicant;
- Any evidence of the operation of any existing or previous licence(s) held by the applicant, including any licence held in any other District or Borough;
- Any report about the applicant and management of the Premises received from objectors.

4.3.2 In particular the Council will liaise closely with the Police and any other relevant appropriate agencies in determining the fitness of the applicant.

4.3.3 Whilst every application will be considered on its merits, the Council will be unlikely to grant an application from any person, or for the benefit of any person, with unspent relevant criminal convictions.

### **4.4 Location of Premises (Paragraph 12 of Schedule 3 of the 1982 Act)**

4.4.1 The Council shall decide on the suitability of a particular locality for a Sex Establishment as a matter of fact to determine the particular circumstances of each case and not by the prescription of boundaries as stated on a map.

4.4.2 The Council is mindful of its power to determine that no sex establishment should be located in a particular locality. In deciding the appropriate number of premises to be licensed, the Committee must consider the character of the relevant locality and what is the appropriate number of sex establishments for the relevant locality. The number can be nil.

4.4.3 In considering if the grant, renewal or variation of the licence would be inappropriate, having regard to the character of the relevant locality or to the use of which any premises in the vicinity are put. The Committee shall consider the following circumstances in deciding whether the grant of the application would be inappropriate for that proposed location:

- The general character of the relevant locality
- The proximity of residential premises

- The proximity of places of public religious worship
- The proximity of any schools or other educational establishments
- The proximity of any playing fields and play areas
- The proximity of any leisure centres or swimming pools
- The proximity of any libraries or other public buildings
- The proximity of any youth clubs
- The proximity of any other licensed Sex Establishments
- The proximity of shops or markets directed for use by families or children
- The proximity of any other premises that may be frequently visited by children.

4.4.4 When hearing an application for the grant of a sex establishment licence, the Committee shall have regard to this Policy Statement's provisions as set out above but subject to the overriding principle that each application will be determined on its merits.

4.4.5 Applications in respect of premises must state the full address of the premises. Applications in respect of a vehicle, vessel or stall must state where it is to be used as a sex establishment.

4.4.6 The Council would normally expect that applications for licences for permanent commercial premises should be from businesses with planning consent for the property concerned.

#### **4.5 Objections**

4.5.1 When considering an application for the grant, renewal, variation or transfer of a Sex Establishment Licence the Council will have regard to any observations submitted to it by the Chief Officer of Police and any objections that have been received from anyone else within the statutory 28 day period from the date of the application being given to the Council.

4.5.2 Any person can object to an application but the objection should be relevant either to the **mandatory grounds** for refusal set in paragraph 4.1 above or to the **discretionary grounds for refusal** set out in paragraph 4.2 above.

4.5.3 Objections should not be made on moral grounds or values. Any decision to refuse a licence will be relevant to one or more of the grounds in paragraphs 4.1 and 4.2 above.

4.5.4 Objectors must give notice of their objection in writing, stating the general terms of the objections.

4.5.5 Where the Council receives notices of any objections it will, before considering the application, give notice in writing of the general terms of the objection to the applicant. However, the Council shall not without the consent of the person making the objection reveal their name or address to the applicant.

#### **4.6 Granting of a Licence**

- 4.6.1 In determining an application relating to a Sex Establishment licence the Council will assess the application on its merits having regard to the content of this Policy Statement, the relevant legislation and any relevant guidance that may be issued from time to time.
- 4.6.2 Where it is necessary for the Council to depart substantially from this Policy Statement, clear and compelling reasons for doing so will be given. Only the Council may authorise a departure from this Policy Statement if it feels it is appropriate for a specific application.
- 4.6.3 All applications for the grant of a new Sex Establishment licence will be referred to the Licensing and Enforcement Committee for determination. They will take into account the criteria as set out in paragraphs 4.1 and 4.2 with regards to the character, relevant locality and the appropriate number of Sex Establishments for the relevant locality.

#### **4.7 Duration of a Licence**

- 4.7.1 The Council will consider granting licences of 12 months duration or for a shorter term if deemed appropriate.

### **5. Hearings**

- 5.1 Where applications are referred to a Licensing Sub-Committee, the hearing will take place within 20 working days of the end of the period in which objections may be made.
- 5.2 The hearing provides all parties to the application including those making objections, the opportunity to air their views openly and will be considered by the Licensing Sub-Committee.

### **6. Appeals**

- 6.1 There is no right of appeal:
  - a) Against the grounds of refusal as detailed in paragraph **4.1.1 (a), (b), (c), (d) and (e)** above, unless the applicant can prove that the ground of refusal does not apply to them, and
  - b) Against the grounds as detailed in paragraph **4.2.1 (c) and (d)** above.
- 6.2 The grounds of refusal under paragraph 4.2.1 (c) and (d) above can only be challenged by the applicant by way of judicial review.
- 6.3 All relevant grounds for appeal, other than these detailed in paragraph 6.1 (a) and (b) above and can be made to the Magistrates Court within 21 days from the date on which the person is notified in writing of the decision.

## **7. Fees**

- 7.1 The appropriate fees for applications can be found on the Council's website. Application fees must be paid in full at the time of submission of the application.
- 7.2 The current fees for all Sex Establishment applications are reviewed annually and available from the Licensing Team and published on the Council's website.
- 7.3 Unsuccessful new and renewal applications would qualify for a partial refund of the total application fee, the refund amount can be seen listed with the current fees for Sex Establishment applications.
- 7.4 Where permission is granted to carry out a service within the UK the amount charged and the process of charging fees must comply with the requirements of the EC Services Directives and the Provision of Services Regulations 2009. Fees must be Non-discriminatory, justified, proportionate, clear and objective and made in public in advance, transparent and accessible.
- 7.5 Article 13(12) of EC Directive 123/2006 and the Provision of Services Regulations 2009 means that any fees charged for establishing a service that falls within a scope of the Directive can only be based on cost recovery and cannot be set at an artificially high level to deter specific service sectors from an area.

## **8. Standard Conditions**

- 8.1 Paragraph 13 of Schedule 3 of the 1982 Act allows the Council to make regulations prescribing Standard Conditions applicable to Sex Establishments and the Standard Conditions applicable to Sex Shops and Sex Cinemas as approved the Council in July 2002 are attached in Appendix C.
- 8.2 The Standard Conditions for Sexual Entertainment Venues are attached at Appendix D, these conditions incorporate and supersede the Guidelines Relating to pole/lap/striptease Dancing.

## **9. Specific Conditions**

- 9.1 Under Paragraph 8 Schedule 3 of the 1982 Act the Council may grant to an applicant, and from time to time renew, a licence for Sex Establishment on such terms and conditions and subject to any restrictions as may be specified. These specific terms and conditions will be tailored for each individual Premises and each type of Sex Establishment licence.

## **10. Enforcement**

- 10.0.1 It is recognised that well-directed enforcement activity by the Council benefits not only the public but also the responsible members of the trade.
- 10.0.2 In pursuing its objective of encouraging responsible businesses, the Council will operate a proportionate enforcement regime in accordance with the Council's Enforcement Policy.
- 10.0.3 The responsibility for the overall supervision of sex establishment licensing lies with the relevant Corporate Director.

### **10.1 Offences**

- 10.1.1 The offences under Schedule 3 of the 1982 Act are set out in paragraphs 20 to 23 of that schedule and include:
- Knowingly causing or permitting the use of any premises as Sex Establishment without a licence;
  - Being the holder of a licence, knowingly employing a person in a Sex Establishment who is disqualified from holding a licence;
  - Being the holder of a licence, knowingly contravenes, or without reasonable excuse knowingly permits the contravention of, a term, condition or restriction specified in a licence
  - Being the servant or agent of the holder of a licence, without reasonable excuse knowingly contravenes, or without reasonable excuse knowingly permits the contravention of, a term, condition or restriction specified in a licence
  - Being the holder of a licence, without reasonable excuse knowingly permits a person under the age of 18 years to enter the establishment;
  - Being the holder of a licence, employs a person known to them to be under 18 years of age in the business of the establishment.
- 10.1.2 A person guilty of any of the above offences is liable on summary conviction to a fine not exceeding £20,000.

10.1.3 It is also an offence for the holder of a licence, without reasonable excuse to fail to exhibit a copy of the licence and any Standard Conditions applicable to the licence in a suitable place as specified in the licence. A person guilty of this offence shall be liable on summary conviction to a fine not exceeding level 3 on the Standard Scale.

## **10.2 Revocation of Licences**

10.2.1 The Council may, after giving the Licence holder an opportunity of appearing before and being heard by them, at any time revoke the licence on any of the following grounds:-

- a) that one of the mandatory grounds for refusing to grant a licence exists and has come to light since the grant of the licence.
- b) that the applicant is unsuitable to hold the licence by reason of having been convicted of an offence or for any other reason;
- c) that if the licence were to be granted, renewed or transferred the business to which it relates would be managed by or carried on for the benefit of a person, other than the applicant, who would be refused the grant, renewal or transfer of such a licence if they made the application themselves.

10.2.2 The Council will consider whether or not to revoke a licence upon a request to do so from the Police or at the recommendation of the relevant Corporate Director following representations from any other person or body.

## **11. European Convention on Human Rights**

11.1 When making such decisions, local authorities must take into account any rights the existing operators have under Article 1, Protocol 1 of the European Convention on Human Rights (which entitles every person to peaceful enjoyment of their possessions) and Article 10 (freedom of expression).

## **12. Amendments to this Policy**

12.1 Any significant amendment to this policy will only be implemented after further consultation with the trade and the public. All such amendments to this Policy Statement will be undertaken in accordance with the Council's Constitution.

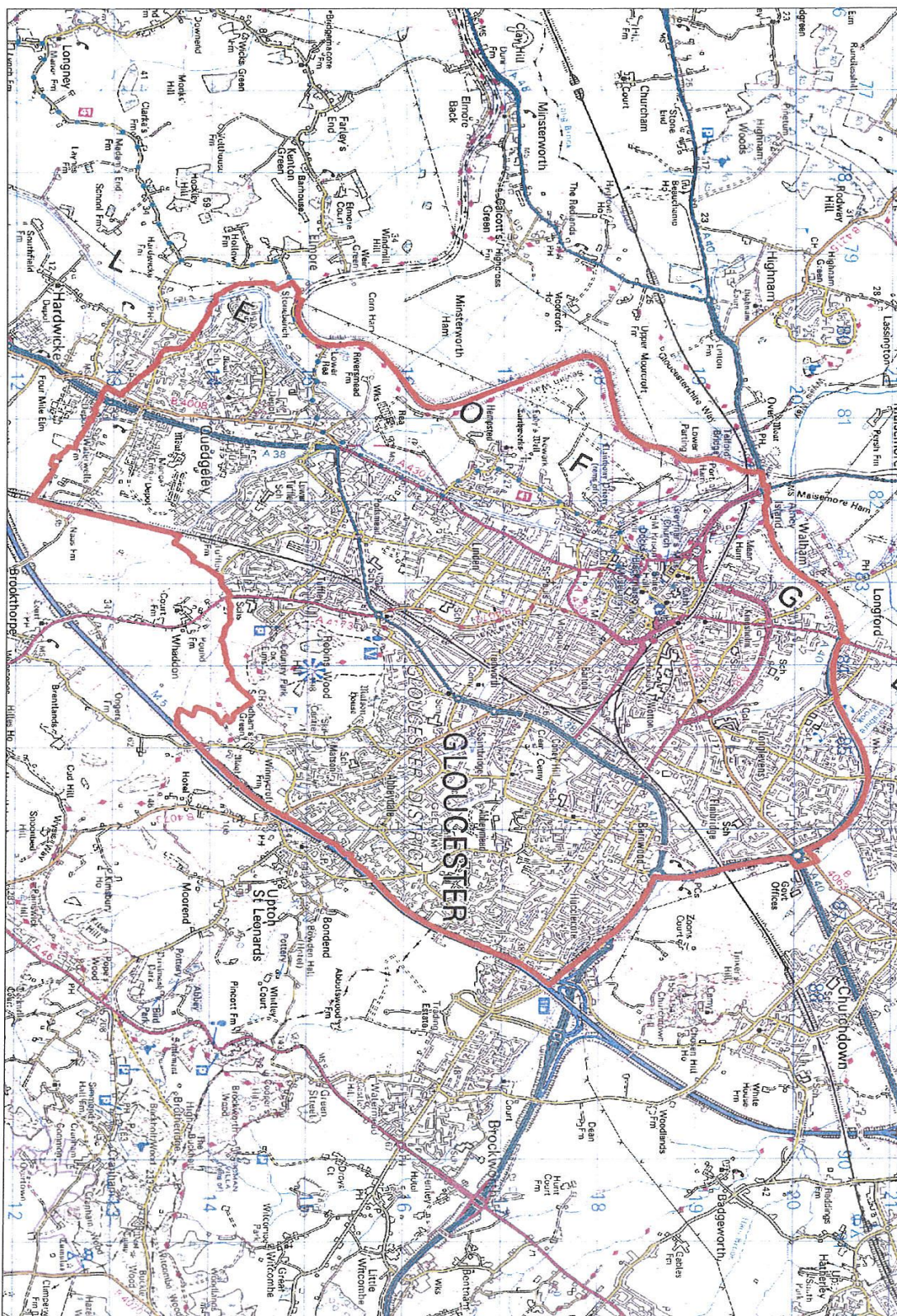
12.2 For the purpose of this paragraph 12 any significant amendment is defined as one that:

- a) is likely to have a significant financial effect on licence holders, or
- b) is likely to have a significant procedural effect on licence holders, or
- c) is likely to have a significant effect on the community.

## **13. Further Information**

The following can be viewed at [www.opsi.gov.uk](http://www.opsi.gov.uk):

- The Local Government (Miscellaneous Provisions) Act 1982
- The Policing and Crime Act 2009
- Crime and Disorder Act 1998
- Provision of Services Regulations 2009
- Legislative and Regulatory Reform Act 2006
- Human Rights Act 1998



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## APPENDIX B – Glossary of Terms (Legal Definitions)

TERM	DEFINITION
the Act	Local Government (Miscellaneous Provisions) Act 1982(as amended)
Authorised Officer	any Officer of the Council authorised under the Council’s Scheme of Delegation as contained within the Constitution
the Council	Gloucester City Council
he, his	all references to ‘he’ or ‘his’ also include ‘she’ or ‘hers’
Relevant Corporate Director	the current post-holder with responsibility for the relevant Service Area (or any nominated Deputy) as set out in the Council’s Constitution and Scheme of Delegation
Licence Holder	a person who holds a Sex Establishments Licence under the Act
this Policy Statement	Gloucester City Council’s Sex Establishments Policy Statement
Premises	A building or part of a building and any forecourt, yard or place of storage used in connection with a building or part of a building which is the subject of a Sex Establishment Licence granted under the Act
Sex Establishment	As defined in Schedule 3 of the Act (as amended)  A sex establishment means a sex shop, sex cinema or sexual entertainment venue as defined below in extracts from the Act.
Sex Cinema	As defined in Schedule 3 of the Act (as amended)  3. — (1) In this Schedule, “sex cinema” means any premises, vehicle, vessel or stall used to a significant degree for the exhibition of moving pictures, by whatever means produced, which— (a) are concerned primarily with the portrayal of, or primarily deal with or relate to, or are intended to stimulate or encourage— (i) sexual activity; or (ii) acts of force or restraint which are associated with sexual activity; or (b) are concerned primarily with the portrayal of, or primarily deal with or relate to, genital organs or urinary or excretory functions, but does not include a dwelling-house to which the public is not admitted.  (2) No premises shall be treated as a sex cinema by reason only— (a) if they may be used for an exhibition of a film (within the meaning of paragraph 15 of Schedule 1 to the Licensing Act 2003) by virtue of an authorisation (which the meaning of section



136 of that Act), of their use in accordance with that authorisation;  
or  
(b) of their use for an exhibition to which section 6 of that Act (certain non-commercial exhibitions) applies given by an exempted organisation within the meaning of section 6(6) of the Cinemas Act 1985.

## **TERM**

Sex Shop

## **DEFINITION**

As defined in Schedule 3 of the Act, as amended

4. —

(1) In this Schedule “sex shop” means any premises, vehicle, vessel or stall used for a business which consists to a significant degree of selling, hiring, exchanging, lending, displaying or demonstrating—

(a) sex articles; or

(b) other things intended for use in connection with, or for the purpose of stimulating or encouraging—

(i) sexual activity; or

(ii) acts of force or restraint which are associated with sexual activity.

(2) No premises shall be treated as a sex shop by reason only of their use for the exhibition of moving pictures by whatever means produced.

(3) In this Schedule “sex article” means—

(a) anything made for use in connection with, or for the purpose of stimulating or encouraging—

(i) sexual activity; or

(ii) acts of force or restraint which are associated with sexual activity; and

(b) anything to which sub-paragraph (4) below applies.

(4) This sub-paragraph applies—

(a) to any article containing or embodying matter to be read or looked at or anything intended to be used, either alone or as one of a set, for the reproduction or manufacture of any such article; and

(b) to any recording of vision or sound,

which—

(i) is concerned primarily with the portrayal of, or primarily deals with or relates to, or is intended to stimulate or encourage, sexual activity or acts of force or restraint which are associated with sexual activity; or

(ii) is concerned primarily with the portrayal of, or primarily deals with or relates to, genital organs, or urinary or excretory functions.

Sexual Entertainment  
Venue

As defined in Schedule 3 of the Act (as amended)

2A -

(1) In this Schedule “sexual entertainment venue” means any premises at which relevant entertainment is provided before a live audience for the financial gain of the organiser or the entertainer.

(2) In this paragraph “relevant entertainment” means —  
(a) any live performance; or  
(b) any live display of nudity;  
which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience (whether by verbal or other means).

(3) The following are not sexual entertainment venues for the purposes of this Schedule—

(a) sex cinemas and sex shops;

(b) premises at which the provision of relevant entertainment as mentioned in sub-paragraph (1) is such that, at the time in question and including any relevant entertainment which is being so provided at that time—

(i) there have not been more than eleven occasions on which relevant entertainment has been so provided which fall (wholly or partly) within the period of 12 months ending with that time;

(ii) no such occasion has lasted for more than 24 hours; and

(iii) no such occasion has begun within the period of one month beginning with the end of any previous occasion on which relevant entertainment has been so provided (whether or not that previous occasion falls within the 12 month period mentioned in sub-paragraph (i));

“audience” includes an audience of one;

“display of nudity” means—

(a) in the case of a woman, exposure of her nipples, pubic area, genitals or anus; and

(b) in the case of a man, exposure of his pubic area, genitals or anus;

“the organiser”, in relation to the provision of relevant entertainment at premises, means any person who is responsible for the organisation or management of —

(a) the relevant entertainment; or

(b) the premises;

“premises” includes any vessel, vehicle or stall but does not include any private dwelling to which the public is not admitted;

## APPENDIX C – Delegation of Functions

Matter to be dealt with	Licensing and Enforcement Committee	Officers
Application for a new sex establishment licence	In all cases	
Application for variation of a sex establishment licence	In all cases	
Application for transfer of a sex establishment licence	Where objections are received	In all other cases
Application for renewal of a sex establishment licence	Where objections are received	In all other cases
Application for waiver from the requirement for a licence	In all cases	
Setting of all fees in relation to sex establishment licences		All cases (Ratified by Full Council)
Determine Policy for licensing sex establishments	Ratified by Full Council	
Consideration of the revocation of a sex establishment licence	In all cases	

## **APPENDIX D – Standard Conditions for sex shops and sex cinemas**

### **General**

1. In the event of a conflict between these Standard Conditions and any special conditions contained in a licence relating to a sex establishment, the special conditions shall prevail.
2. The grant of a licence for a sex establishment shall not be deemed to convey any approval or consent which may be required under any enactment by law, order or regulation other than the third schedule of the Local Government (Miscellaneous Provisions) Act 1982.

### **Use**

3. The premises shall only be open for business during the days and times that are specified in the licence.
4. A Sex Shop shall be conducted primarily for the purposes of the sale of goods by retail.
5. No change of use of any portion of the Premises from that approved by the Council shall be made until the consent of the Council has been obtained thereto.
6. No change from a Sex Cinema to a Sex Shop or from a Sex Shop to a Sex Cinema shall be effected without the consent of the Council.
7. Neither Sex Articles nor other things intended for use in connection with, or for the purpose of stimulating or encouraging sexual activity shall be displayed, sold, hired, exchanged, loaned or demonstrated in a Sex Cinema.

### **Conduct and Management**

5. A copy of the licence must be displayed within the premises so as to be clearly visible to customers in the premises.
6. The licensee shall retain control over all portions of the Premises and shall not let, licence, or part with possession of any part of the Premises.
7. The licensee shall maintain good order in the Premises.
8. No person under the age of 18 shall be admitted to the Premises or employed in the business of the premises, and the persons specified in Standard Condition 6 shall make all necessary enquiries to this end.
9. The licensee shall ensure that the public are not admitted to any part or parts of the premises other than those which have been approved by the council.
10. Neither the Licensee nor any employee or other person shall seek to obtain custom for the Sex Establishment by means of personal solicitation outside the vicinity of the premises.
11. The Licensee shall comply with all statutory provisions and any regulations made there under.

12. The licence shall not be assigned or transferred without the prior written consent of the council.
13. Any application to vary the conditions of the licence shall be advertised by the licensee in the same manner as an application for the issue, renewal or transfer of the licence.

#### **External appearance**

14. No display, advertisement, word, letter, model, sign, placard, board, notice, device, representation, drawing, writing, or any matter or thing (whether illuminated or not) shall be exhibited so as to be visible from outside the premises except:-
  - i) A notice fixed to the entrance to the premises clearly stating "WARNING - persons passing beyond this notice will find material on display which they may consider indecent. No admittance under 18 years of age".
  - ii) A notice stating the opening hours of the premises.
  - iii) Such display, advertisement, word, letter, model, sign, placard, board, notice, device, representation, drawing, writing, or any matter or thing shall have been approved by the local planning authority. The words "INSERT NAME OF BUSINESS" however granted by the council.
  - iv) Any notice of a size and in a form approved by the council which is required to be displayed so as to be visible from outside the premises by law, or by any condition of a licence granted by the council.
15. The entrance(s) to the premises and all windows and openings other than entrances shall be made of a material(s) or covered with a material(s) which will render the interior of the premises invisible to passers by.
16. The external doors to the premises shall be fitted with a device to provide for their automatic closure and such devices shall be maintained in good working order. The external door shall only be opened at such time or times as person(s) require access and egress to the interior of the premises.
17. There shall be provided within the entrance of the premises a partition, screen or design feature so that the interior of the premises cannot be seen by passers by at all times whilst the entrance doors may be opened.
18. All external parts of the premises shall be kept in a well maintained condition and in good decorative order.

#### **Goods**

19. All purchases shall be discreetly wrapped in an unmarked bag or plain paper before customers leave the premises.
20. No film or video shall be exhibited sold or supplied unless it has been passed by the British Film Board or Film Classification and bears a certificate to that effect and is a reproduction authorised by the owner of the copyright of the film or video film so certified.

**Interior**

21. All parts of the interior of the premises shall be kept in a clean and wholesome condition to the satisfaction of the council.
22. Alterations or additions either external or internal and whether permanent or temporary to the structure, lighting or layout of the Premises shall not be made except with the prior approval of the Council.
23. The licensee shall take all reasonable precautions for the safety of the public and employees and in particular shall comply with any fire precautions and safety measures that may be required by the Chief Fire Officer.
24. The licensee shall seek and comply with crime prevention advice and security measures that are recommended by the Chief Officer of Police.

## **APPENDIX E – Standard Conditions for sexual entertainment venues**

### **Conditions applicable to entertainments involving nudity, semi-nudity or transparent clothing**

1. In the event of a conflict between these Standard Condition and any special conditions contained in a licence relating to a sex establishment, the special conditions shall prevail.
2. The grant of a licence for a sex establishment shall not be deemed to convey any approval or consent which may be required under any enactment by law, order or regulation other than the third schedule of the Local Government (Miscellaneous Provisions) Act 1982.
3. The premises shall only be open for business during the days and times that are specified in the licence.
4. Only activities which have previously been agreed in writing by the Licensing Authority shall take place.
5. The agreed activities shall take place only in designated areas of the Premises approved by the Licensing Authority.
6. The sexual entertainment shall be provided by the professional performers only. The audience must at all times remain fully clothed.
7. No handbills (flyers) shall be distributed within the City.
8. No change of use of any portion of the Premises from that approved by the Council shall be made until the consent of the Council has been obtained thereto.
9. The performance must not be visible from the street and any person who can be observed from the outside of the premises must be properly and decently dressed. Scantily clad individuals employed in the premises must not exhibit themselves in the entrance or in the vicinity of the premises.
10. Entertainers or performers not performing must not be in a licensed area in a state of undress.
11. When the premises are open for sexual entertainment no person under the age of 18 shall be allowed on the premise and a proof of age scheme will be operated on the premises.
12. A clear notice shall be displayed at each entrance to the premises or to the licensed area in a prominent position stating:  

**WARNING**

Persons passing beyond this notice will find nudity on display which they may consider indecent. No admittance to persons under 18 years of age”.
13. Performers shall be aged not less than 18 years. An adequate record must be maintained of the names, addresses and dates of birth of all performers including adequate identity checks.

14. There shall not be displayed outside the premises any photographs or images that indicate or suggest that striptease dancing takes place on the premises.
15. During any performance there must be no physical contact between the performer and any member of the viewing public. A safe distance of 30cms (12 inches) should be maintained between performers and customers immediately before, during or immediately after the performance of striptease except:
  - a) The leading of a patron hand in hand to and from a chair or to and from a designated dance area
  - b) The simple handshake greeting
  - c) The placing of monetary notes or dance vouchers into the hand or garter worn by the performer
  - d) The customary kiss on the cheek of the patron by the dancer at the conclusion of the performance
  - e) If the contact is accidental
16. At the completion of the dance the performers shall dress themselves immediately and leave the performance area.
17. Performers are not to solicit, exchange addresses or telephone numbers with customers or liaise with customers of the premises.
18. An appropriate room shall be set aside to provide changing and rest area for performers and restricted access to the room be maintained at all times whilst the performers are on the premises
19. Patrolling Security Industry Authority licensed door supervisors shall continually monitor all areas of the Premises that the public have access to. SIA registered door supervisors shall be employed at a minimum ratio of 1:50 customers on the premises whilst sexual entertainment activities are taking place.
20. When performers leave the premises they are to be escorted to their cars or taxi by a member of staff.
21. A CCTV system shall cover all areas where dancing will take place including any dancing booths provided. All cameras shall continually record whilst the premises are open to the public and the video/DVD recordings shall be kept for a minimum of 28 days with time and date stamping.
22. DVD recordings shall be made available to an Authorised Officer of the Council or the Police together with facilities for viewing.
23. A code of conduct for dancers shall be produced by the licensee together with a disciplinary procedure for breaches of the code which shall be implemented if approved in writing by the Council. The code of conduct for dancers shall prohibit activities that might be thought to lead to prostitution or other unlawful activities. No amendments shall be made to the code or disciplinary procedure without the prior consent of the Council.
24. Rules shall be produced by the Licensee for customers indicating conduct that is deemed acceptable. These rules shall be prominently displayed at appropriate locations within the Premises, where they can be clearly visible by patrons.



25. In relation to Conditions 12 and 22 above, these procedures and rules must be produced for inspection by the licensing Authority and the Police within 14 days of issue of the licence.
26. The licensee or nominated manager shall be present on the premises at all times whilst the entertainment is taking place. A nominated person shall be present to oversee the activities of the performers.
27. A register shall be maintained and kept on the Premises and be available for inspection at any time by Police or Authorised Officer of the Council, to clearly record the identity of the Licensee(s) or nominated manager on duty, and the record shall be retained for a period of not less than 12 months after the last entry in the register.
28. A copy of the Licence Conditions must be on display at the Premises for performers and all members of staff to view at any time.
29. The licensee shall maintain good order in the premises.

# APPENDIX F – Specimen Application Form



LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

SCHEDULE 3  
(as amended by Section 27 Policing and Crime Act 2009)

GLOUCESTER CITY COUNCIL

Licensing Service, Environmental Health, Hebert Warehouse, The Docks, Gloucester, GL1 2EQ

## APPLICATION FOR A SEX ESTABLISHMENT LICENCE

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

### 1. Type of Application

Grant		Renewal		Variation		Transfer	
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### 2. Applications by Individuals

Full Name							
Permanent Address							
Age		Date of Birth		Place of Birth			

Are you eligible to work in the United Kingdom?

YES / NO

### 3. Applications by corporate or unincorporated bodies

Full Name of Body							
Address of Registered or Principle Office							

Registered Body No. (where applicable)

4. Details of Directors or other persons responsible for the management of the establishment (continue on separate sheet if necessary).

Full Name					
Permanent Address					
Age		Date of Birth		Place of Birth	

Full Name					
Permanent Address					
Age		Date of Birth		Place of Birth	

Full Name					
Permanent Address					
Age		Date of Birth		Place of Birth	

<b>Full Name</b>					
<b>Permanent Address</b>					
<b>Age</b>		<b>Date of Birth</b>		<b>Place of Birth</b>	

**5. Offences – (See Notes for Guidance at the end of this form)**

Have you any convictions recorded against you? Or if a body corporate or unincorporated body, that body or any of its directors or other persons responsible for its management? If so please state

<b>Date of Conviction</b>	<b>Offence</b>	<b>Sentence Imposed</b>

**6. Residency / Incorporation**

Have you been resident in the United Kingdom throughout a period of six months immediately preceding the date of this application? **YES / NO**

If the application is made on behalf of a body corporate is that body incorporated in the United Kingdom? **YES / NO**

**7. Premises / Vehicle / Vessel / Stall Details**

**Name & Postal address of Premises or, if none, ordnance survey map reference or description**

**If this application relates to a vehicle / vessel / stall give description and state where it is to be used as a sex establishment**

**8. Trading Hours**

**During which hours do you wish to trade?**

<b>Monday</b>		<b>Tuesday</b>	
<b>Wednesday</b>		<b>Thursday</b>	
<b>Friday</b>		<b>Saturday</b>	
<b>Sunday</b>			

**9. Type of Premises**

Are the premises to be used as a sex cinema, a sex shop or a sexual entertainment venue?  
Please state

\_\_\_\_\_

**10. Disqualification / Previous Applications**

Are you (or, if a corporate body or unincorporated body, that body) disqualified **YES / NO**

from holding a licence for a sex establishment?

Have you ever been refused a licence for a sex establishment?

YES / NO

If yes give details (continue on a separate sheet if necessary)

**11. Declaration (See Notes for Guidance at the end of this form)**

**I declare that I have checked the information given on this application form and to the best of my knowledge and believe it is correct.**

**I understand that I must now give public notice of this application in accordance with the provisions of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982.**

**I understand that I must not later than 7 days after the date of the application, send a copy of the application to the chief officer of police.**

**I have enclosed the relevant fee.**

**I understand that if I fail to comply with the above, my application will be rejected.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Notes for guidance**

**1. Disclosure of Convictions**

- a) All live convictions must be disclosed.
- b) Spent convictions, as defined below should not be included.

<b>Sentence</b>	<b>Becomes spent after</b>
Imprisonment of between 6 months and 30 months	10 years
Imprisonment of up to 6 months	7 years
Borstal training	7 years
A fine or other sentence not otherwise covered in this table	5 years
Absolute discharge	6 months
Probation order, conditional discharge or bind over	1 year (or until order expires, whichever is longer)
Detention Centre Order	3 years
Remand home, attendance centre or approved school order	The period of the order and a further year after the order expires
Cashiering, discharge with ignominy or	10 years.

dismissal with disgrace from the Armed Forces.	
Dismissal from Armed Forces.	7 years.
Detention.	5 years.

- c) A of sentence of more than 2½ years imprisonment can never become spent.
- d) If you were under 17 years of age on the date of conviction, please halve the period shown in the right hand column.

**2. Giving Public Notice of the Application**

- a) Notice of this application must be given by the publishing of an advertisement in a newspaper in circulation in this authority's area. This publication shall not be later than 7 days after the date of the application.
- b) Where the application is in respect of premises, notice of it shall in addition be displayed for 21 days beginning with the date of the application on or near the premises and in a place where the notice can conveniently be read by the public.
- c) Every notice which relates to premises shall identify the premises and every such notice which relates to a vehicle, vessel or stall shall specify where it is to be used as a sex establishment.

**3. False Statements in Connection with Applications**

Any person who, in connection with an application for the grant, renewal or transfer of a licence under this Schedule, makes a false statement which he knows to be false in any material respect or which he does not believe to be true, shall be guilty of an offence. This offence carries a maximum penalty of £20,000.

## APPENDIX G – Specimen Public Notice

### Local Government (Miscellaneous Provisions) Act 1982 Schedule 3

#### NOTICE OF APPLICATION FOR GRANT / RENEWAL/ VARIATION / TRANSFER OF A SEX ESTABLISHMENT LICENCE

Name/s of Applicant/s	
Postal address of premises including name of the premises and post code (where possible) or a description to enable the location to be identified.	
Summary of application (hours of trading, type of licence, etc):	
<p><b>NOTICE IS HEREBY GIVEN</b> that an application has been made to Gloucester City Council for a licence to use the above premises as a sex establishment.</p> <p>Copies of schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 (which defines the type of activity that may be carried on under a licence) and of the application may be inspected at Gloucester City Council, Herbert Warehouse, The Docks, Gloucester, GL1 2EQ between 9.00am and 5:00pm (Monday to Friday except public holidays).</p> <p>Any objections in respect of the above application must be made in writing to the Council at the above address by</p> <hr/> <p>(28 days after the date of the application)</p> <p>It is an offence knowingly or recklessly to make a false statement in connection with an application punishable on summary conviction by a maximum fine of £5,000.</p>	