

## RESPONSIBLE AUTHORITIES

### Licensing Act 2003

Please submit your original application with all accompanying documents to:

#### THE LICENSING AUTHORITY

Licensing, Malvern Hills District Council, The Council House,  
Avenue Road, Malvern, Worcestershire,

WR14 3AF.

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.

<b>WEST MERCIA POLICE</b>	West Mercia Police, Worcester Police Station, Castle Street, Worcester, WR1 3QX  Tel: 01905 331037  Email: <a href="mailto:licensingouthworcs@westmercia.police.uk">licensingouthworcs@westmercia.police.uk</a>
<b>THE FIRE AUTHORITY</b>	Hereford & Worcester Fire and Rescue Service, Service Headquarters, 2 Kings Court, Charles Hastings Way, Worcester, WR5 1JR  Tel: 0800 0321155  Email: <a href="mailto:LConsult@hwfire.org.uk">LConsult@hwfire.org.uk</a>
<b>ENVIRONMENT HEALTH</b>	Worcestershire Regulatory Services, Wyre Forest House, Finepoint Way, Kidderminster, Worcs, DY11 7WF  Tel: 01905 822799  Email: <a href="mailto:wrsenquiries@worcsregservices.gov.uk">wrsenquiries@worcsregservices.gov.uk</a>

<b>HEALTH &amp; SAFETY</b>	Worcestershire Regulatory Services, Wyre Forest House, Finepoint Way, Kidderminster, Worcs, DY11 7WF Tel: 01905 822799 Email: <a href="mailto:wrsenquiries@worcsregservices.gov.uk">wrsenquiries@worcsregservices.gov.uk</a>
<b>TRADING STANDARDS</b>	Worcestershire Trading Standards, Wyre Forest House, Finepoint Way, Kidderminster, Worcs, DY11 7WF Tel: 01905 822799 Email: <a href="mailto:TSEnquiries@WorcestershireTS.gov.uk">TSEnquiries@WorcestershireTS.gov.uk</a>
<b>CHILDRENS SERVICES</b>	Initial Screening & Contact (Access Centre), PO Box 589, Worcester, WR4 4AH Tel: 01905 728852 Email: <a href="mailto:lado@worcschildrenfirst.org.uk">lado@worcschildrenfirst.org.uk</a>
<b>HEALTH AUTHORITY</b>	Directorate of Public Health, Worcestershire County Council, Pavilion E1, County Hall, Spetchley Road, Worcester, WR5 2NP Tel: 01905 843406 Email: <a href="mailto:VMoulston@worcestershire.gov.uk">VMoulston@worcestershire.gov.uk</a>
<b>PLANNING AUTHORITY</b>	Development Control Manager, Planning Services, Malvern Hills District Council, The Council House, Avenue Road, Malvern, WR14 3AF Tel: 01684 862151 Email: <a href="mailto:developmentcontrol@malvern hills.gov.uk">developmentcontrol@malvern hills.gov.uk</a>
<b>HOME OFFICE (IMMIGRATION ENFORCEMENT)</b>	Alcohol Licensing Team, Lunar House, 40 Wellesley Road, Croydon, CR9 2BY Email: <a href="mailto:Alcohol@homeoffice.gov.uk">Alcohol@homeoffice.gov.uk</a>

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**