



RESPONSIBLE AUTHORITIES

Licensing Act 2003

Please submit your original application with all accompanying documents to:

THE LICENSING AUTHORITY

Licensing, Wyre Forest District Council, Wyre Forest House,
Finepoint Way, Kidderminster, Worcestershire, DY11 7WF.
Tel: 01905 822799
Email: 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, Kidderminster Police Station, Habberley
Road, Kidderminster, DY11 6AN
Tel: 101
Email: NorthWorcsLicensing@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

ENVIRONMENT HEALTH

Worcestershire Regulatory Services,
Wyre Forest House, Finepoint Way, Kidderminster, Worcs,
DY11 7WF
Tel: 01905 822799
Email: 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

TRADING STANDARDS

Worcestershire Trading Standards, Wyre Forest House,
Finepoint Way, Kidderminster, Worcs, DY11 7WF
Tel: 01905 822799
Email: 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

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

PLANNING AUTHORITY

Planning Services Directorate, Wyre Forest District Council,
Wyre Forest House, Finepoint Way, Kidderminster,
Worcestershire, DY11 7WF.
Tel: 01562 732928
Email: dev.control@wyreforestdc.gov.uk

**HOME OFFICE
(IMMIGRATION ENFORCEMENT)**

Alcohol Licensing Team
Lunar House
40 Wellesley Road
Croydon
CR9 2BY
Email: 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, 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, 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@worcestershire.gov.uk

Phone: 01905 822799