

Responsible Authorities for Elmbridge Applications under the Licensing Act 2003

This is a summary of the requirements of the Licensing Act 2003 regarding the service of applications etc. If you are in doubt about the legal requirements of that Act you should consult a legal adviser. The Council takes no responsibility for the accuracy of the information set out below which we try to keep up to date.

Who to send your application/representation/review request to

Applications, representations etc. must be sent to the Licensing Authority. It must be in writing and may not be sent by email or fax without prior agreement from us. The date of service on us will be the date when we receive the written copy or the electronic copy.

If you are submitting an application or a request for review, a complete copy of this, including plan(s), must also be sent to all the bodies, other than the Licensing Authority, listed below and these must all arrive at those authorities on the same day as the application or request for review is given to the Licensing Authority. Whilst not a legal requirement, we recommend that if you are posting these copies you send them by recorded post and retain proof of postage.

Where the document is a request for a review, a copy must also be served on the Premises Licence holder to arrive on the same day as the document is served on the Licensing Authority.

The Licensing Authority - Elmbridge Borough Council

The Licensing Officer
Environmental Services
Elmbridge Borough Council
Civic Centre, High Street
Esher, Surrey KT10 9SD
Tel: 01372 474750

Surrey Police

The Licensing Officer
Surrey Police
Civic Centre, High Street
Esher, Surrey KT10 9SD
Tel: 101 Ext. 32287

Immigration Enforcement

Home Office
Alcohol Licensing Team
Lunar House
40 Wellesley Road

Croydon
CR9 2BY
Email: alcohol@homeoffice.gsi.gov.uk

Surrey Fire & Rescue Service

Headquarters
Croydon Road
Reigate
Surrey
RH2 0EJ
Tel: 01737 733733
Applications email: SFRSbusiness.support@surreycc.gov.uk
Events email: sfrs.events@surreycc.gov.uk

Public Health Business Manager

Public Health NHS Surrey
Room G55
County Hall, Penrhyn Road
Kingston-upon-Thames
Surrey KT1 2DN

Health and Safety at Work etc Act 1974 Enforcing Authority

Health and Safety at Work etc Act 1974 Enforcing Authority The enforcement of the HSW Act is generally split between the Health and Safety Executive and Environmental Health & Licensing at the Council. The following gives guidance on which authority enforces the Act in different premises (although this guidance should not be taken as definitive).

- **Principal Officer - Food and Health & Safety**
Elmbridge Borough Council, Environmental Services, Civic Centre, High Street,
Esher, Surrey KT10 9SD

Responsible for:

- offices
- shops
- public houses
- restaurants
- hotels
- guest houses
- camp sites
- saunas
- solaria
- arts centres or galleries
- sports centres
- pleasurecraft

- churches
- church halls
- community premises

- **Health and Safety Executive**

The Council Offices, Station Road East, Oxted, Surrey RH8 0BT

Responsible for:

- fairgrounds
- agricultural shows
- ski slopes
- railways
- local authority premises
- schools
- colleges
- police or fire authority premises

Local Planning Authority

Planning Services
Elmbridge Borough Council
Civic Centre, High Street,
Esher Surrey KT10 9SD
Tel 01372 474474

Local Authority for Pollution Control

Principal Officer - Pollution
Elmbridge Borough Council
Environmental Services, Civic Centre, High Street,
Esher Surrey KT10 9SD
Tel: 01372 474750

Protection of Children from Harm Authority

Child Employment Office
Quadrant Court
35 Guildford Road
Woking
Surrey
GU22 7QQ
Email: childemployment@surreycc.gov.uk
Surreycc.gov.uk/premiseslicence

Surrey Trading Standards Service

East Surrey Area Office
Consort House
5-7 Queensway
Redhill

Surrey RH1 1YB

General Enquiries - 0300 123 2329

Consumer Advice - 0300 123 2329 Option 1

Business Advice - 0300 123 2329 Option 2

Email: trading.standards@bucksandsurreytradingstandards.gov.uk

Where the premises straddles two or more Council areas (e.g. Guildford Borough Council and Elmbridge Borough Council), then copies must be served on any licensing authority in whose area part of the premises is situated.

There are additional requirements where the licensed premises, or premises in respect of an application, is a vessel.

If you have any queries please contact the Licensing Officer on 01372 474750