



Elmbridge Borough Council

... bridging the communities ...

Planning and Environmental Health
Civic Centre, High Street
Esher, Surrey KT10 9SD
Telephone: 01372 474750
Email: envhealth@elmbridge.gov.uk
Website: www.elmbridge.gov.uk

Licensing Act 2003 Responsible Authorities for Elmbridge

It is a requirement of the Act that copies of some applications are served on responsible authorities. The information below details points of contact for the Elmbridge Borough.

Applications, representations etc. must be sent to the Licensing Authority in writing. The date of service on us will be the date when we receive the written copy or the electronic copy.

If you are making 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 tracked post (special delivery) 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 – envhealth@elmbridge.gov.uk

Surrey Police

The Licensing Officer
Surrey Police
Civic Centre, High Street
Esher, Surrey KT10 9SD
Tel: 101 Ext. 32287 - LicensingNorthern@surrey.pnn.police.uk

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

Surrey County Council

Woodhatch Place

11 Cockshot Hill

Reigate

RH2 8EF

Tel: 01737 242 444

Applications email: sfrs.firesafety@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

The enforcement of the HSW Act is generally split between the Health and Safety Executive and Environmental Health at the Council. The following gives guidance on which authority enforces the Act in different premises.

Food and Health & Safety (pollution)

Elmbridge Borough Council,

Environmental Services,

Civic Centre, High Street,

Esher, Surrey

KT10 9SD - envhealth@elmbridge.gov.uk

Responsible for:

- offices
- shops
- public houses
- restaurants
- hotels
- guest houses
- camp sites
- saunas
- solaria
- arts centres or galleries
- sports centres
- pleasure craft
- 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 – tplan@elmbridge.gov.uk

Local Authority for Pollution Control

Principal Officer - Pollution
Elmbridge Borough Council
Environmental Services, Civic Centre, High Street,
Esher Surrey KT10 9SD
Tel: 01372 474750 – envhealth@elmbridge.gov.uk

Protection of Children from Harm Authority

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

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 Team licensing@elmbridge.gov.uk