

## LICENSING ACT 2003 CONTACT DETAILS RESPONSIBLE AUTHORITIES

The Licensing Act 2003 requires applications to be served on the various responsible authorities.

Applicants are strongly advised, especially in the case of applications for new licences or certificates or variation of licences or certificates, to make informal contact with the appropriate bodies before submitting applications. This will assist applicants in determining those authorities' requirements in order that they can be addressed in the applicant's operating schedule.

This will have the advantage of ensuring, so far as is possible, that representations by the authorities need not be made. Representations would, of course, lead to the application having to be heard by the Council's Licensing Committee, resulting in increased costs for all concerned and the possibility of refusal.

Applicants should ascertain by what means individual responsible authorities are prepared to accept applications.

All information provided by the Licensing Authority is on a best endeavours basis, and does not constitute a full statement of the law. **All applicants are strongly advised to consult their own independent legal advisor before making any application.** Please note that, whilst the licensing team will endeavour to assist in explaining the processes under the legislation (guidance notes are published separately at [licensing.eastleigh.gov.uk](http://licensing.eastleigh.gov.uk)), they **cannot** give legal advice about applications or assist in making business related decisions.

The Licensing Authority's contact details are set out in [Table 1](#) below, and those of the other responsible authorities are set out in [Table 2](#).

In summary, the legislation requires the applicant to serve copies of applications and post notices outside the premises and in a newspaper circulating in the area, as follows:

Application type	Licensing Authority	Police	Fire	Environmental Health	Planning	Child Protection	Trading Standards	Public Health	HSE	Home Office	MCA	External notice	Newspaper notice
New premises licences/club premises certificates	✓	✓	✓	✓	✓	✓	✓	✓	?	✓*	?	✓	✓
Variation of premises licences/club premises certificates	✓	✓	✓	✓	✓	✓	✓	✓	?	✓	?	✓	✓
Provisional statements	✓	✓	✓	✓	✓	✓	✓	✓	?	✓	?	✓	✓
Minor variation of premises licences or club premises certificates	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✓	✗
Variation of DPS	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Transfer of premises licence	✓	✓	✗	✗	✗	✗	✗	✗	✗	✓*	✗	✗	✗
Interim authority notice	✓	✓	✗	✗	✗	✗	✗	✗	✗	✓*	✗	✗	✗
Applications for personal licences	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Temporary event notices	✓	✓	✗	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗

\* The Home Office will need to be served if the applicants for premises licences, transfer or interim authority are individuals.

Where the application is made wholly electronically (including the payment of the fee), the Licensing Authority will forward a copy of the application to the Responsible Authorities when the application has been validated. Please see our web pages for links to electronic versions of the forms.

See [Table 2](#) below for notes regarding the need to serve on the **HSE** and the **MCA**.

Please note that the Southampton City Council Licensing Team administers Licensing Act 2003 matters for Eastleigh Borough Council under the Southampton and Eastleigh Licensing Partnership.

<b>Table 1 – Contact details for the Licensing Authority:</b>		
Southampton and Eastleigh Licensing Partnership PO Box 1767, Southampton SO18 9LA or: Civic Centre, Southampton SO14 7LY	Direct: Fax No: Email: DX No:	023 8083 3002 (option 3, then option 1) 023 8083 4061 <a href="mailto:liquor.licence@eastleigh.gov.uk">liquor.licence@eastleigh.gov.uk</a> 115710 Southampton 17 <a href="http://licensing.eastleigh.gov.uk">licensing.eastleigh.gov.uk</a>
<b>Table 2 – Other Responsible Authorities</b>		
Force Licensing Team, Hampshire Constabulary, Southampton Police Office, Civic Centre, Southampton SO14 7LY	Direct: Switchboard: Email: Internet:	023 8047 8373 0845 045 4545 <a href="mailto:licensing@hampshire.pnn.police.uk">licensing@hampshire.pnn.police.uk</a> <a href="http://www.hampshire.police.uk">www.hampshire.police.uk</a>
Environmental Health Eastleigh Borough Council Eastleigh House, Upper Market Street Eastleigh SO50 9YN	Direct: Fax No: Email:	023 8068 8307 023 8061 5224 <a href="mailto:eh@eastleigh.gov.uk">eh@eastleigh.gov.uk</a>
<i>Please note that for some premises, the Health &amp; Safety Executive will be the responsible authority</i>		
Hampshire Fire and Rescue Service HQ, Business Fire Safety Leigh Road, Eastleigh Hampshire SO50 9SJ	Switchboard: Fax No: Email:	023 9285 5180 023 9288 5175 <a href="mailto:csprotection.admin@hantsfire.gov.uk">csprotection.admin@hantsfire.gov.uk</a>
Hampshire County Council Trading Standards, Montgomery House Monarch Way, Winchester Hampshire SO22 5PW	Direct: Email:	01962 833 620 <a href="mailto:liquor.licensing@hants.gov.uk">liquor.licensing@hants.gov.uk</a>
Development Control Eastleigh Borough Council Eastleigh House, Upper Market Street Eastleigh SO50 9YN	Direct: Fax No: Email:	023 8068 8427 023 8068 8261 <a href="mailto:enforcements@eastleigh.gov.uk">enforcements@eastleigh.gov.uk</a>
Hampshire County Council CSD Safeguarding Unit, Falcon House Monarch Way Winchester SO22 5PL	Direct: Fax: Email:	01962 876 222 01962 876 229 <a href="mailto:child.protection@hants.gov.uk">child.protection@hants.gov.uk</a>
Hampshire County Council Public Health Department (Licensing) 1st Floor, Room 153, Queen Elizabeth II Court South Winchester SO23 8TG	Direct: Fax: Email: Web:	023 8038 3319 01962 847 644 (please include address and email in fax) <a href="mailto:publichealth.licensing@hants.gov.uk">publichealth.licensing@hants.gov.uk</a> <a href="http://www.hants.gov.uk">www.hants.gov.uk</a>
Home Office (Immigration Enforcement), Alcohol Licensing Team Lunar House, 40 Wellesley Road Croydon CR9 2BY	Email:	<a href="mailto:alcohol@homeoffice.gsi.gov.uk">alcohol@homeoffice.gsi.gov.uk</a>
Health and Safety Executive Priestley House, Priestley Road Basingstoke, Hampshire. RG24 9NW	Switchboard: Fax No:	01256 404 000 01256 404 100 <a href="mailto:hselicensing@hse.gsi.gov.uk">hselicensing@hse.gsi.gov.uk</a>
<i>Please note that the HSE will only need to be involved where Eastleigh Borough Council's Environmental Health service is not the enforcing authority under the Health and Safety at Work Act , e.g. premises of a crown body, a local authority, the police, a hospital, a school or a university</i>		
Southampton Marine Office, Maritime & Coastguard Agency, Spring Place, 105 Commercial Road, Southampton SO15 1EG	Direct: Email: Internet:	020 3817 2211 / 2212 / 2213 <a href="mailto:southampton_mo@mcga.gov.uk">southampton_mo@mcga.gov.uk</a> <a href="http://www.mcga.gov.uk">www.mcga.gov.uk</a>
<i>Please note that the MCA will only be involved where the application is in respect of a vessel</i>		