

## RESPONSIBLE AUTHORITIES CHECKLIST

A full copy of your application must be submitted to all the Responsible Authorities listed below. It is important that all documentation, including application forms, plans, etc, are sent to the Responsible Authorities. Should you not do so, your application will be considered incomplete and will be rejected. Please return this form with your application.

### CONTACT DETAILS

### COPY OF APPLICATION SENT (PLEASE TICK BOX)

- |    |                                                                                                                                                                                         |                          |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. | PC4570 Luke Prescott<br>West Midlands Police<br>Solihull Partnerships Team<br>Solihull Metropolitan Borough Council<br>SMBC Central Depot – Block F<br>Moat Lane<br>Solihull<br>B91 2LW |                          |
|    | Telephone    0121 704 8501<br>Email <a href="mailto:l.prescott@west-midlands.pnn.police.uk">l.prescott@west-midlands.pnn.police.uk</a>                                                  | <input type="checkbox"/> |
| 2. | Fire Safety Admin<br>West Midlands Fire Service HQ<br>Vauxhall Road<br>Birmingham<br>B7 4HW                                                                                             |                          |
|    | Telephone    0121 380 7500<br>Email: <a href="mailto:firesafety.admin@wmfs.net">firesafety.admin@wmfs.net</a>                                                                           | <input type="checkbox"/> |
| 3. | Environmental Health<br>Economy & Infrastructure Directorate<br>The Core, Theatre Square, Homer Road<br>Solihull West Midlands<br>B91 3RG                                               |                          |
|    | Telephone    0121 704 8148<br>Email <a href="mailto:pprotection@solihull.gov.uk">pprotection@solihull.gov.uk</a>                                                                        | <input type="checkbox"/> |
| 4. | Denise Lewis<br>SSCP Training Officer<br>Solihull Safeguarding Children Partnership<br>The Blue Bell Centre<br>Chelmsley Wood<br>Birmingham<br>B37 5TN                                  |                          |
|    | Telephone    0121 788 4325<br>Email <a href="mailto:sscp@solihull.gov.uk">sscp@solihull.gov.uk</a>                                                                                      | <input type="checkbox"/> |

5. Karen Shaw  
Planning Services  
Solihull Central Library  
Homer Road  
Solihull  
B91 3RG

Telephone 0121 704 6381  
Email [karshaw@solihull.gov.uk](mailto:karshaw@solihull.gov.uk)



6. Lucie Rowson  
Public Health Department  
Council House  
Solihull  
B91 3QB

Telephone 0121 704 6713  
Email [lucierowson@solihull.gov.uk](mailto:lucierowson@solihull.gov.uk)



6. Richard Staveley  
Trading Standards  
Economy & Infrastructure Directorate  
The Core, Theatre Square, Homer Road  
Solihull West Midlands  
B91 3RG

Telephone 0121 704 8124  
Email [rstaveley@solihull.gov.uk](mailto:rstaveley@solihull.gov.uk)

7. Immigration Alcohol Licensing Team  
Lunar House  
40 Wellesley Road  
Croydon  
CR9 2BY  
[Alcohol@homeoffice.gsi.gov.uk](mailto:Alcohol@homeoffice.gsi.gov.uk)

I declare that I have submitted the required copies of my application to the above-mentioned Responsible Authorities as required by Section 17, paragraph 5 (b) of the Licensing Act 2003.

Signed \_\_\_\_\_

Date \_\_\_\_\_

*N.B In certain circumstances where the application relates to a vessel, other Responsible Authorities have to be notified. Please check with the Licensing Office for further information.*