



**MANCHESTER
CITY COUNCIL**

Premises Licensing Team

Telephone: +44 (0)161 234 5004
 premises.licensing@manchester.gov.uk
 Level 1 Town Hall Extension, Albert
 Square, PO Box 532, M60 2LA

**Application for Renewal of a Sex Establishment Licence pursuant to
 Schedule 3, Local Government (Miscellaneous Provisions) Act 1982**

This form should be completed and forwarded to the Manchester City Council Premises Licensing Team at the above address with the required fee. Cheques, etc. should be made payable to the Manchester City Council. Payment may also be made by credit or debit card upon request.

Important Notes

1. All questions must be answered, save where otherwise stated. If relevant questions are not answered, the application will be deemed incomplete and returned to the Applicant.
2. Any person who, in connection with an application for a grant, renewal or transfer of a sex establishment licence makes a false statement which he knows to be false in any material respect of which he does not believe to be true is guilty of an offence and liable on summary conviction to a fine not exceeding £20,000.

Part 1 – Premises Details

I/We Roefax Limited

(Insert name(s) of applicant)

apply for the Renewal of a Sex Establishment Licence as described below.

1. This renewal application is for a:

- Sex Shop
- Sex Cinema
- Sexual Entertainment Venue

Please state the Licence Number of the Sex Establishment premises to be renewed	205236
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Name and Postal address of premises			
Victoria's Ground & Lower Ground Floors Victoria Building, Dantzig Street			
Post town	Manchester	Post code	M4 2AD
Telephone number			

Part 2 – The Applicant

2. Please state whether you are applying for a renewal as:

- a) an individual please complete section (A)
- b) a company or other corporate body please complete section (B)
- c) a partnership or other unincorporated body please complete section (C)

(A) INDIVIDUAL APPLICANT (fill in as applicable)

You must complete and submit the form at Annex A for the individual named in this section

		Annex A completed?
Full Name of Applicant		<input type="checkbox"/>

Former name (if applicable)¹	
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¹ If the Applicant has been formerly known by a different name, please provide details

(B) A COMPANY OR OTHER CORPORATE BODY

You must complete and submit the form at Annex A for all individuals named in this section

Applicant Name¹	Roefax Limited
Address	Unit 2, 275 Deansgate, Manchester, England M3 4EL
Registered number²	09430931
Telephone number	0161 238 9019
E-mail address	
Previous Name (if applicable)³	

¹ If your business is registered, use its registered name

² If business is not registered, put "none"

³ If the Applicant has been formerly known by a different name, please provide details

Please state the names of:
(i) the Applicant's Directors;
(ii) Company Secretary;
(iii) any other persons responsible for the management of the Applicant; and
(iv) any persons with a shareholding of greater than 10% in the Applicant

<u>Position</u>	<u>Name of Individual</u>	Annex A completed?
Director	Liam SCULLY	<input checked="" type="checkbox"/>
Director	Leslie O'NEILL	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Is the applicant a wholly owned subsidiary of another company or corporate body? If so state the name, place of registration and identity of its Directors and Company Secretary

Name		
Place of registration		
Names of Directors and Company Secretary		
<u>Position</u>	<u>Name of Individual</u>	Annex A completed?
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

(C) A PARTNERSHIP OR OTHER UNINCORPORATED BODY

You must complete and submit the form at Annex A for all individuals named in this section

Applicant Name	
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Names of Partners	Annex A completed?
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Please state the names of than other persons responsible for the management of the Applicant other than the partners.

<u>Position</u>	<u>Name of Individual</u>	Annex A completed?
Manager	Aaron JARVIS	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Questions 3-6 to be completed in all cases

3	Does the applicant have a different trading name from that given above in (A), (B) or (C)? If yes, please provide details.
	No

4	What is the Applicant's trading address?
	Victoria's Ground & Lower Ground Floors, Victoria Building, Dantzig Street, Manchester M4 2AD

5	Will the business be carried on for the benefit of a person other than the applicant? If yes, please provide full details.
	No

6	Does the applicant operate any other sex establishment? If yes, please provide full details.
	No

Part 3 – Operation of the Business

I confirm that the following matters related to the Operation of the Business have <u>not</u> changed since the last grant of the licence, as below:	Tick to confirm
The name of the Business from that stated on the licence	<input checked="" type="checkbox"/>
Any agreement (whether written or oral) in connection with the business, other than a tenancy agreement or lease, for example, a management agreement, partnership agreement or profit share agreement.	<input checked="" type="checkbox"/>
Any requirement of the business to purchase merchandise from a particular person or body	<input checked="" type="checkbox"/>
The identity of the person responsible for the day to day management of the business at the premises, vehicle, vessel or stall ('the Manager')	<input checked="" type="checkbox"/>
The identity of the person(s) responsible for the day to day management of the business in the absence of the Manager ('the Relief Manager(s)')	<input checked="" type="checkbox"/>
The system for checking the age and right to work in the UK for all employees.	<input checked="" type="checkbox"/>
The exterior signage and advertising, including the nature, content and size of such signage and any images used.	<input checked="" type="checkbox"/>
The means taken to prevent the interior of the premises being visible to passers-by.	<input checked="" type="checkbox"/>
The window displays exhibited at the premises.	<input checked="" type="checkbox"/>
Methods for solicitation of business in public areas, e.g. through fliers, business cards, billboard advertising, personal solicitation or advertising on motor vehicles.	<input checked="" type="checkbox"/>
The age restrictions applied in respect of admissions, and how these are enforced.	<input checked="" type="checkbox"/>
The arrangements for CCTV (including the location of cameras). and for retention of recordings	<input checked="" type="checkbox"/>
The arrangements for private booths or areas for sexual entertainment, including supervision for such areas. (SEV only)	<input checked="" type="checkbox"/>
The nature of the entertainment, e.g. lap-dancing, pole dancing, stage striptease. (SEV only)	<input checked="" type="checkbox"/>
The Code of Practice for performers, as well as the methods for monitoring and enforcing compliance in it. (SEV only)	<input checked="" type="checkbox"/>
The Rules for Customers as well as the methods for monitoring and enforcing compliance in it. (SEV only)	<input checked="" type="checkbox"/>

The Policy for the Welfare of Performers as well as the methods for monitoring and enforcing compliance in it. (SEV only)	<input checked="" type="checkbox"/>
<p>If there are changes to any of the matters listed above, please provide full details.</p> <p><i>Where the Code of Practice for Performers, Rules for Customers, or Policy for the Welfare of Performers have been amended, copies must be provided.</i></p>	

Part 4 – Further Information

<p>Please include any further information which you wish the authority to take into account here.</p> <p>In the absence of Aaron Jarvis, Liam Scully or Leslie O’Neill work as Relief Managers at the premises.</p>
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Part 5 – Checklist and Declaration


Checklist	Mark as appropriate
I have completed all relevant section of the application	<input checked="" type="checkbox"/>
I declare that a public notice advertising this application shall be displayed upon the premises where it may be conveniently read by the public and shall remain displayed for a period of no less than 21 consecutive days. A copy of the notice and completed statutory declaration shall be provided to the Licensing Unit.	<input checked="" type="checkbox"/>
I declare that within seven days of the date of this application a public notice advertising this application will be publicised in the legal notices column of the Manchester Evening News and an original copy of the published advertisement shall be forwarded to the Licensing Unit at Manchester City Council forthwith.	<input checked="" type="checkbox"/>
I understand that if I do not comply with the requirements above that my application shall be rejected.	<input checked="" type="checkbox"/>
I declare I have served a copy of this application on Greater Manchester Police.	<input checked="" type="checkbox"/>
I have completed Annex A for each person whose details have been included in this application	<input checked="" type="checkbox"/>
I have enclosed the relevant fee	<input checked="" type="checkbox"/>

Declaration & Signature

The following declaration must be signed in all cases

Should the information provided in relation to this application form cease to be correct, or if there are any changes in the information provided in the application form between the date the application is submitted and the date it is determined, the Applicant must advise the licensing authority immediately. Failure to do so may result in any licence issued being revoked.

I/We certify to the best of our/my knowledge and belief that the information given in this application is complete and correct in every respect. I/We agree to notify the Licensing Authority should any of the information given in this application change.

Name	Liam Scully
Position in organisation	Director
Date	3 December 2018
Signature	

Contact Details

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)			
Marilyn Gayle Joelson JD LLP 30 Portland Place			
Post town	London	Post code	W1B 1LZ
Telephone number (if any)	020 7580 5721		
If you would prefer us to correspond with you by e-mail your e-mail address (optional) marilyn.g@joelsonlaw.com			

DOCUMENTS EVIDENCING PUBLIC NOTICE AND SERVICE *(for office use only)*

Complete copy of newspaper circulating in this area of the authority, containing advertisement of this application to be provided upon publication	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of notice of application displayed on or near the premises	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of affidavit or statutory declaration that notice has been displayed as required by Schedule 3 paragraph 10(10) Local Government (Miscellaneous Provisions) Act 1982.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Evidence of service of this application form and all enclosures upon <i>Licensing Partnership Office at Bootle Street Police Station, Bootle Street, Manchester, M2 5GU</i> within 7 days after the date of this application.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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When the application is made electronically, including all enclosures, the licensing authority will serve the Chief Officer of Police.