

# Licensing Act 2003



## Responsible Authorities

Applications for licences under the Licensing Act 2003 must be sent to the Trading Standards & Licensing Section (as the relevant licensing authority).

The Act states that a notice outlining brief details of your application must also be sent to the responsible authorities listed below. **However the Trading Standards & Licensing Section will arrange for this to be done electronically on your behalf.**

If your application has a plan of the premises attached to it, and that plan is larger than A3 in size then we ask that you send 3 x copies of this document to the Trading Standards & Licensing Section.

- (1) The relevant licensing authority;
- (2) The chief officer of police for the area in which the premises are situated;
- (3) The fire authority for the area in which the premises are situated;
- (4) The local planning authority for the area in which the premises are situated;
- (5) The health and safety authority for the area in which the premises are situated;
- (6) The environmental health authority for the area in which the premises are situated;
- (7) The body recognised as being responsible for protection of children from harm for the area in which the premises are situated;
- (8) Inspectors of Weights and Measures (trading standards officers);
- (9) The director of public health
- (10) Home Office Immigration Enforcement (on behalf of the Secretary of State).
- (11) In respect of vessels only The British Waterways Board

The contact details for all responsible authorities including the Trading Standards & Licensing Section are outlined below should you require them. However we would prefer it if you did not send copies of your application to the authorities (2)-(9) and allow us to do this on your behalf.

<b>(1) Licensing Team</b>  Places Directorate Wigan Council PO Box 100 Wigan WN1 3DS	<b>(2) Greater Manchester Police</b>  Wigan Partnership Team Wigan Police Station Robin Park Road Wigan WN5 OUF
<b>(3) Greater Manchester Fire &amp; Rescue Service</b>  Bolton and Wigan Prevention & Protection Admin Bolton Borough Headquarters Moor Lane Bolton BL3 5DB	<b>(4) Planning &amp; Transport</b>  Places Directorate Wigan Council PO Box 100 Wigan WN1 3DS

<p><b>(5) &amp; (6) Environmental Health Team</b></p> <p>Places Directorate Wigan Council PO Box 100 Wigan WN1 3DS</p>	<p><b>(7) Wigan Safeguarding Children Board</b></p> <p>People's Directorate Wigan Council PO Box 100 Wigan WN1 3DS</p>
<p><b>(8) Trading Standards Team</b></p> <p>Places Directorate Wigan Council PO Box 100 Wigan WN1 3DS</p>	<p><b>(9) Public Health</b></p> <p>People's Directorate Wigan Council PO Box 100 Wigan WN1 3DS</p>
<p><b>(10) Home Office Immigration Enforcement</b></p> <p>Alcohol Licensing Team Lunar House 40 Wellesley Road Croydon CR9 2BY</p>	<p><b>(11) British Waterways</b></p> <p>*This address only needs to be used for the licensing of vessels using British Waterways*</p> <p>North West Waterways Canal &amp; River Trust Waterside House Waterside Drive Wigan WN3 5AZ</p>