

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
West Midlands Police
Solihull Partnerships Team
Solihull Police Station
Homer Road
Solihull
B91 3QL

Telephone 101 ext 891 3015
Email l.prescott@west-midlands.pnn.police.uk

2. Fire Safety Admin
West Midlands Fire Service HQ
Vauxhall Road
Birmingham
B7 4HW

Telephone 0121 380 7500
Email: firesafety.admin@wmfs.net

3. Environmental Health
Neighbourhood and Regulatory Services
Managed Growth and Communities Directorate
Council House
Solihull West Midlands
B91 3QB

Telephone 0121 704 8148
Email pprotection@solihull.gov.uk

4. Karen Perry
Solihull Local Safeguarding Children Board
Chelmsley Wood Library
10 West Mall
Chelmsley Wood Shopping Centre
Chelmsley Wood
Birmingham
B37 5TN

Telephone 0121 788 4325
Email kperry@solihull.gov.uk

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

Telephone 0121 704 6381
Email karshaw@solihull.gov.uk



6. Michelle Hughes
Public Health Department
Council House
Solihull
B91 3QB

Telephone 0121 704 6261
Email michelle.hughes@solihull.gov.uk



7. Richard Staveley
Trading Standards
Neighbourhood and Regulatory Services
Managed Growth and Communities Directorate
Council House
Solihull West Midlands
B91 3QB

Telephone 0121 704 8124
Email rstaveley@solihull.gov.uk

8. Immigration Alcohol Licensing Team
Lunar House
40 Wellesley Road
Croydon
CR9 2BY
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.