

## 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:karshaw@solihull.gov.uk)



6. Kate Woolley  
Public Health Department  
Council House  
Solihull  
B91 3QB

Telephone 0121 704 6261  
Email [katewoolley@solihull.gov.uk](mailto:katewoolley@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](mailto:rstaveley@solihull.gov.uk)

8. Immigration Alcohol Licensing Team  
Lunar House  
40 Wellesley Road  
Croydon  
CR9 2BY  
[alcohol@homeoffice.gov.uk](mailto:alcohol@homeoffice.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.*