

## **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 Metropolitan Borough Council  
SMBC Central Depot – Block F  
Moat Lane  
Solihull  
B91 2LW

Telephone 0121 704 8501  
Email [l.prescott@west-midlands.pnn.police.uk](mailto:l.prescott@west-midlands.pnn.police.uk)

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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)

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3. Environmental Health  
Economy & Infrastructure Directorate  
The Core, Theatre Square, Homer Road  
Solihull West Midlands  
B91 3RG

Telephone 0121 704 8148  
Email [pprotection@solihull.gov.uk](mailto:pprotection@solihull.gov.uk)

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4. Denise Lewis  
SSCP Training Officer  
Solihull Safeguarding Children Partnership  
The Blue Bell Centre  
Chelmsley Wood  
Birmingham  
B37 5TN

Telephone 0121 788 4325  
Email [sscp@solihull.gov.uk](mailto:sscp@solihull.gov.uk)

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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. Suzanne Thomas  
Public Health Department  
Council House  
Solihull  
B91 3QB

Email [suzanne.thomas@solihull.gov.uk](mailto:suzanne.thomas@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

Email [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.*