

NNDC Sex Establishments Policy

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3 July 2014	Gemma Faircloth	Amendments following Committee Hearing	Gemma Faircloth	1.2	
2 December 2025	Elisa Pendered	Revised to Plain English. Modern Slavery guidance. Right to work condition added.	Emily Capps	3.0	

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NORTH
NORFOLK
DISTRICT
COUNCIL

Introduction

This policy sets out the Council's requirements for licensing sex establishments within the meaning of schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 (as amended). We will call this 'the Act' for the rest of this document.

Section 2 of the Act states that local authorities may resolve that schedule 3 will apply to their area, which has the effect of requiring premises operating as sex establishments in that authority's area to be licensed. Adoption of schedule 3 also allows the Council to set terms and conditions and fees for the grant, renewal, transfer and variation of such licences and the number of licences that may be issued in the area.

Any comments on the contents of this policy should be sent

by e-mail to:

licensing@north-norfolk.gov.uk

or in writing to

Licensing

North Norfolk District Council

Holt Road

Cromer

Norfolk

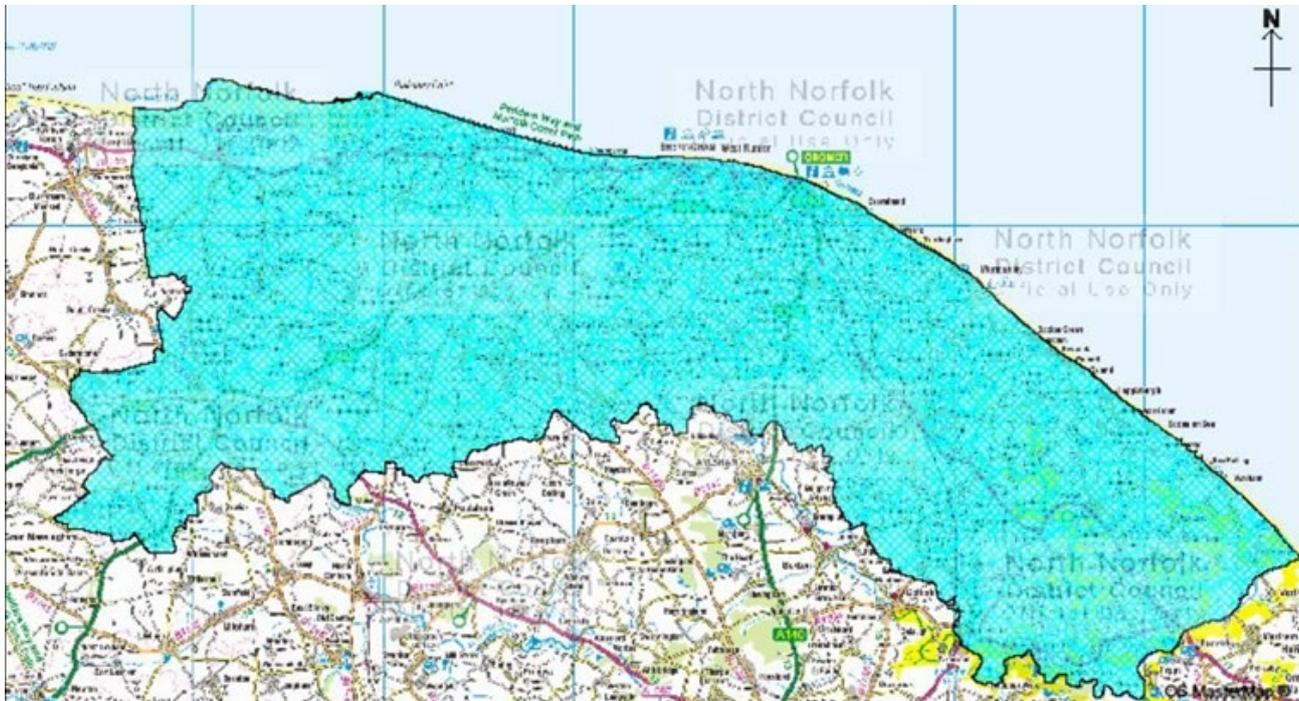
NR27 9EN

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Foreword

North Norfolk District Council, hereafter referred to as the Council is situated in the County of Norfolk. The Council's area has a population of around 103,000 (2021 Census). In terms of area it covers 991.97 square kilometres (383 square miles). The Council's area is mainly rural. These areas are shown in the map below.



The Council currently has no premises licensed as sex establishments.

This policy sets out how the Council will usually make decisions on applications for sex establishment licences. It includes information about the application process, expectations of applicants and how people can make objections. It explains enforcement action the Council can take.

The policy should be read in conjunction with, and without prejudice to other existing legislation including the Human Rights Act 1998 and the Equality Act 2010.

1.0 Introduction

- 1.1 The Council resolved to apply Schedule 3 of the Act on 18 December 1997 providing that anyone wishing to open a sex establishment within the district must obtain a licence from the Council, before operating.
- 1.2 The Council resolved to adopt the provisions introduced by Section 27 of the Policing and Crime Act 2009 on the 19 December 2012 with a commencement date of 1 April 2013.
- 1.3 This sex establishments licensing policy sets out the Council's requirements for premises to be licensed as sex establishments within the meaning of the Act (as amended).
- 1.4 This policy was adopted by the Council on 24 June 2014 following a formal consultation period.

- 1.5 The Council advises readers to seek their own legal advice if unsure of the requirements of the Act.

2.0 Consultation

- 2.1 No material changes were made to the policy therefore consultation was limited to internal review.
- 2.2 The policy is published on the Council's website at www.north-norfolk.gov.uk

3.0 Definition of 'sex establishment'

- 3.1 A sex establishment is defined under the Act as a sex shop, a sex cinema or a sexual entertainment venue. Full definitions of those terms can be found in Schedule 3 of the Act.
- 3.2 It includes any premises, vehicle, vessel or stall used as a sex establishment but does not apply to the sale, supply or demonstration of articles which are manufactured for use primarily for the purposes of birth control or primarily relate to birth control.

4.0 Location of licensed premises

- 4.1 The Council acknowledges that a concentration of licensed premises in a particular area can result in a potential fear of crime, anti-social behaviour, noise pollution and other disturbance to residents. In such cases the amenity of local residents can be placed under severe pressure.
- 4.2 The Council has not imposed a limit on the number of premises that may be licensed in any area, and will treat each application on its own merits.
- 4.3 The Council expects that applications for licences for permanent commercial premises will be from businesses with planning consent for the property concerned. A licence does not permit a sex establishment where planning permission is required.

5.0 Making an application

- 5.1 An application for the grant, renewal, transfer or variation of a licence must be made in writing to the Council in accordance with the requirements shown in Annex A to this policy.
- 5.2 An application form is available separately and an example of a public notice for advertising is attached in Annex B.
- 5.3 Applications can be made in the following ways:
 - 5.3.1 By post to:
Licensing
North Norfolk District Council
Holt Road
Cromer
Norfolk
NR27 9EN
 - 5.3.2 Email: licensing@north-norfolk.gov.uk

6.0 Grant, renewal or transfer of licences

- 6.1 The Council may grant to any applicant or renew any licence for the use of any premises as a sex establishment on specific terms and conditions.
- 6.2 A licence will remain in force for one year, or a shorter period specified on the licence, unless previously cancelled or revoked.
- 6.3 The Council may, transfer a licence to any other person upon application by that person.
- 6.4 Where an application for renewal of a licence is made before the date of expiry of the existing licence, the licence shall remain in force until the application has been determined.
- 6.5 With regard to applications, tacit authorisation does not apply to new grant applications or transfer for sex establishment licences. This means applicants must wait for their application outcome before they can operate a sex establishment.

7.0 Variation of licences

- 7.1 The holder of a licence may apply to the Council to vary the terms, conditions or restrictions on or subject to which the licence is held.

8.0 Objections

- 8.1 Objections may be made to an application by any person.
- 8.2 An objection must be in writing and addressed to the Licensing manager, at the Council stating the grounds on which the objection is made.
- 8.3 The Council will only consider objections that relate to the matters mentioned in paragraph 11 below. Objections should not be based on moral grounds or values.
- 8.4 Objections will only be accepted if they are made within 28 days following the date on which the application was accepted by the Council.
- 8.5 Objections must contain the name and address of the person objecting.
- 8.6 Where objections are made the Council will provide copies to the applicant. However, the Council will not divulge the identity of the objector to the applicant, without their permission to do so.
- 8.7 Where objections are made and not withdrawn, a hearing before a Licensing Sub-Committee will normally be held within 20 working days of the end of the period in which objections might be made, unless all parties agree a hearing is not necessary.
- 8.8 In all cases, applicants and those making objections that are aggrieved by a decision of the Council are entitled to appeal that decision to the Magistrates' Court.
- 8.9 Where no objections are made, the Council may grant the licence using delegated authority.

9.0 Determining applications

- 9.1 When considering applications, the Council will have regard to:
- 9.1.1 the Local Government (Miscellaneous Provisions) Act 1982
 - 9.1.2 any supporting regulations
 - 9.1.3 this Sex Establishments Licensing Policy
 - 9.1.4 any objections made.
- 9.2 This does not, however, undermine the rights of any person to apply for a licence and have the application considered on its individual merits, nor does it override the right of any person to make objections on any application where they are permitted to do so under the Act.
- 9.3 When determining applications, the Council will take account of any comments or representations made by:
- Norfolk Constabulary
 - The Council's Environmental Protection and Public Protection Teams
 - Planning Services
 - Norfolk Fire Services
 - Any other relevant authority
- 9.4 The Council reserves the right to consult any other body that it considers appropriate.

10.0 Conditions

- 10.1 The Council will attach standard conditions to all sex establishment licences as specified in Annex C to this policy document.
- 10.2 Additional conditions may be added in the following circumstances:
- 10.2.1 When offered by the applicant as part of the application
 - 10.2.2 Voluntary - following recommendations made by the Licensing Authority, Police or other relevant body
 - 10.2.3 By the Licensing Sub-Committee following receipt of an objection.
- 10.3 Applicants who wish to be exempt from the requirements of any of the standard conditions should state their reasons for exemption, when making an application.

11.0 Refusal of licences

- 11.1 Except where the Council is prohibited from granting, renewing, varying or transferring a licence, the Council will not refuse a licence without first:

- 11.1.1 Notifying the applicant or holder of the licence in writing of the reasons.
 - 11.1.2 Giving the applicant (or holder) of the licence the opportunity of appearing and making representations before a Licensing Sub-Committee.
- 11.2 In accordance with Paragraph 12(1) of Schedule 3 to the Act the Council must refuse to grant or transfer a licence to:
- 11.2.1 A person under the age of 18.
 - 11.2.2 A person who is for the time being disqualified from holding a licence.
 - 11.2.3 A person who is not resident in the United Kingdom or was not resident throughout the period of 6 months immediately preceding the application date
 - 11.2.4 A body corporate which is not incorporated in the United Kingdom.
 - 11.2.5 A person who has, within the period of 12 months immediately preceding the application date, been refused the grant or renewal of a licence for the premises, vehicle, vessel or stall in respect of which the application is made, unless the refusal has been reversed on appeal.
- 11.3 In accordance with Paragraph 12(2) of Schedule 3 to the Act the Council may refuse:
- 11.3.1 an application for grant or renewal of a licence on one or more of the grounds shown in paragraph 11.4 below
 - 11.3.2 an application for transfer of a licence on either or both of the grounds shown in paragraph 11.4.1 and 11.4.2 below
- 11.4 The grounds for refusal are:
- 11.4.1 That the applicant is unsuitable by reason of having been convicted of an offence or for any other reason;
 - 11.4.2 That if the licence were to be granted, renewed or transferred, the business to which it relates would be managed by or carried on for the benefit of a person, other than the applicant, who would be refused the grant, renewal or transfer of such a licence if they made the application themselves.
 - 11.4.3 That the Council considers there would be too many sex establishments in the local area;
 - 11.4.4 That the grant or renewal of the licence would be inappropriate having regard to:
 - The character of the relevant locality;
 - The use of other premises in the vicinity

- The layout, character or condition of the premises, vehicle, vessel or stall in respect of which the application is made.

11.5 Nil may be an appropriate number for the purposes of paragraph 11.4.3 above although the Council has not set such a figure.

12.0 Revocation of licences

12.1 The Council may revoke a licence:

12.1.1 on any of the grounds specified in paragraph 11.2 above

12.1.2 on either of the grounds specified in paragraphs 11.4.1 or 11.4.2 above.

12.2 The Council will not revoke a licence without first giving the holder of the licence the opportunity of appearing and making representations before a Licensing Sub-Committee.

12.3 Where a licence is revoked, its holder shall be disqualified from holding or obtaining a licence for a period of 12 months from date of revocation.

13.0 Cancellation of licences

13.1 The licence holder may surrender the licence at any time and may request in writing that the Council cancel the licence.

13.2 In accordance with Paragraph 15 of Schedule 3 to the Act, in the event of the death of a licence-holder, the licence will be deemed to have been granted to their personal representatives and will remain in force for 3 months from the date of death, unless previously revoked. The representatives must comply with the conditions of the licence and must be someone who would normally be granted a licence in their own right subject to paragraph 11.2

13.3 Where the Council is satisfied that it is necessary for the purpose of winding up the estate of the deceased licence-holder, it may extend or further extend the period in which the licence remains in force.

14.0 Complaints

14.1 Where possible and appropriate the Council will give early warning to licence holders of any concerns about problems identified at premises and of the need for improvement.

15.0 Enforcement

15.1 The Council recognises that most licence holders seek to comply with the law. Notwithstanding, any enforcement action will be in accordance with the Council's Corporate Enforcement Policy.

16.0 Exchange of information

16.1 The Council may exercise its power under Section 115 of the Crime & Disorder Act 1998 to exchange data and information with the Police and other partners.

- 16.2 Details of applications and objections which are referred to the Licensing Sub-Committee will be published in reports that are made publicly available in accordance with the Local Government Act 1972 and the Freedom of Information Act 2000.

17.0 Administration

- 17.1 The setting of fees in relation to sex establishments is undertaken by the Council on a cost recovery basis. These should be reviewed every year.

- 17.2 Information and advice on all aspects of licensing can be obtained by either:

- Visiting the website www.north-norfolk.gov.uk
- By email to licensing@north-norfolk.gov.uk
- By writing to:
Licensing
NNDC
Holt Road
Cromer
Norfolk
NR27 9EN

- 17.3 Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 can be accessed on the following link:
www.legislation.gov.uk/ukpga/1982/30/schedule/3

18. Modern slavery and human trafficking

- 18.1 Modern slavery is a crime and a violation of fundamental human rights and can take many forms. The Modern Slavery Act 2015 includes the following under the offence of modern slavery:

- Slavery, where ownership is exercised over a person
- Servitude, where a person is obliged to provide services imposed by coercion
- Forced or compulsory labour, which involves work extracted under the menace of penalty and for which the person has not offered himself/herself voluntarily
- Human trafficking, which involves the movement of people by means such as force, fraud, coercion or deception with the aim of exploiting them

- 18.2 Modern slavery operates in plain sight and can affect businesses without them even knowing. It is important that licensed premises and the employees who work there understand how they might be affected so that they can take steps to reduce the risk.

- 18.3 Readers are encouraged to report anything suspicious to the Police or other authorities – it could be at a licensed premises where you work,

where workers seem reluctant to engage, not appropriately dressed for their work or increasingly neglected or unkempt, or a young person repeatedly being brought to a hotel by another person for short periods of time.

- 18.4 If there is an immediate danger to the suspected victim or you think the suspected victim is under 18, inform the Police and call 999 as a matter of urgency.
- 18.5 The Modern Slavery and Exploitation Helpline (0800 0121 700), which is open 24 hours a day, can provide support, and would like some guidance on the next steps. Further information can be found at www.modernslaveryhelpline.org

Annex A

Requirements for applying for Grant, Variation, Transfer or Renewal of a Sex Establishment Licence

All applications

1. To apply for the grant, variation, transfer or renewal of a sex establishment licence an applicant must:
 - 1.1 Submit
 - a completed application form
 - where the application is either for the grant or variation with a change in layout, include a plan to the scale of 1:100 of the premises. [See paragraph 2 below for plan requirements]
 - the required fee
 - 1.2 Advertise the application. (See paragraphs 4 to 7 below on notice requirements);

Submit the application to the Police. However, the Council will send a copy of all applications to Norfolk Police within 7 days of receipt.

Plan requirements

2. The plan shall show:
 - 2.1 the extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises
 - 2.2 the location of points of access to and egress from the premises
 - 2.3 the location of escape routes from the premises
 - 2.4 in a case where the premises is to be used for more than one activity, the area within the premises used for each activity
 - 2.5 fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment
 - 2.6 in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor
 - 2.7 in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts
 - 2.8 in the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms

- 2.9 the location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment
- 2.10 the location and use of other rooms, if any, on the premises.
- 3. The plan may include a legend through which the matters listed above are shown by symbols on the plan.

Public notice requirements

- 4. A notice must be displayed at the premises to which the application relates for a period of not less than 21 consecutive days from the day following the day the application was given to the Council, where it can be conveniently read from the exterior of the premises.
- 5. The notice must be displayed on A4 size paper or larger and printed in black in a clear font, size equal to or larger than 16.
- 6. The notice must state:
 - 6.1 details of the application and activities that are proposed
 - 6.2 the full name of the applicant
 - 6.3 the postal address of the premises, or a description of the premises to enable the location to be identified
 - 6.4 the date, by which representations must be made in writing. (28 days after the submission date.)
- 7. A similar notice must be published in a local newspaper within 7 days of the application date.

Variation of a licence

- 8. The holder of a licence may apply at any time for any variation of the licence terms, conditions or restrictions.

Renewal of a licence

- 9. The holder of a licence may apply for renewal of the licence. To maintain the licence, a valid application and appropriate fee must be submitted before the current licence expires.
- 10. The process of applying for renewal of a licence is the same as a new application, except that a plan of the premises is not required.

Transfer of a licence

- 11. A person may apply for transfer of a licence at any time.
- 12. The process of applying for transfer is the same as a new application, except that a plan of the premises is not required.

Annex B

Example of Public Notice

Notice of application for grant, renewal, variation or transfer of a sex establishment licence

Local Government (Miscellaneous Provisions) Act 1982

Schedule 3

NOTICE IS HEREBY GIVEN that I/we [insert name of applicant] of [insert applicant's address] have made an application to North Norfolk District Council being the licensing authority for the purpose of Section 2 of the above 'Act' for the [insert type of application e.g. grant, renewal etc] of a

[venue insert type of licence e.g. sex shop, sex cinema or sexual entertainment] licence in respect of premises known as [insert trading name of premises] at [insert full address of premises].

Anyone wishing to object to this application should do so, in writing stating reasons by [enter date] to the Licensing manager, Licensing, NNDC, Holt Road, Cromer, Norfolk, NR27 9EN

Notes:

- This notice may also be used to display the application on the premises or for publication in a local newspaper.
- The date to be inserted in the notice by which objections must be made will be that of the 28th day after submission of the application

Newspaper notice

- It must be published in a local newspaper circulating in the vicinity of the premises.
- The notice must be published on **at least one occasion** during the period of **seven days** starting on the day after the day on which the application was given to the Council.

Premises notice

- This notice must be of **A4 size or larger**. It must be **printed in black** or in a **clear font size equal to or larger than size 16**.
- It must be displayed prominently on or near the premises to which the application relates where it can be conveniently read from the exterior of the premises.
- The Notice must be displayed for a period of **not less than 21 consecutive days**, starting on the day after the application was submitted to the Council.

Annex C

Standard Conditions - Sex Establishments

NNDC reserves the powers to alter, modify or dispense with these conditions as it see fit at any time.

The following conditions apply to all Sex Establishments

1.0 Definition

- 1.1 In these Regulations, save when the context otherwise requires the following expressions, shall have the following meanings:
 - 1.1.1 'Sexual Entertainment Venue', 'Sex Cinema', 'Sex Shop' & 'Sex Article' shall have the meanings ascribed to them in the Third Schedule of the Local Government (Miscellaneous Provisions) Act 1982.
 - 1.1.2 'Premises' means a building or part of a building and any forecourt yard or place of storage used in connection with a building or part of a building which is the subject of a licence for a sex establishment granted under the said Third Schedule.
 - 1.1.3 'Approval, Approved or Consent of the Council' means the approval or consent of the Council in writing.
 - 1.1.4 'The Council' or 'NNDC' means North Norfolk District Council
 - 1.1.5 'Film' shall have the meaning ascribed to it in the Films Act 1985.

2.0 General

- 2.1 In the event of a conflict between these regulations and any special conditions contained on a licence relating to a Sex Establishment the special conditions shall prevail.
- 2.2 The grant of a licence for a Sex Establishment shall not be deemed to convey any approval or consent which may be required under any enactment by law order or regulation other than the Third Schedule of the Local Government (Miscellaneous) Act 1982.

3.0 Variation of conditions

- 3.1 The Council may at any time waive, modify or vary these conditions or impose additional conditions in any particular case. However, before doing so the Council will consult with the licence holder.

4.0 Licensed name

- 4.1 The name of the premises specified on the licence shall be known as the 'Licensed Name'. The licence holder shall ensure that the premises are known solely by that name and by no other, save as provided for by paragraph 5 below.

- 4.2 An application in respect of a change of licence name shall be made to the Council in writing not less than 28 days prior to the proposed change and the Council shall have an absolute and unfettered discretion to allow or refuse such a change.

5.0 Conduct and management of sex establishments

- 5.1 Where the licence holder is a body corporate or an unincorporated body any change of director, company secretary or other person responsible for the management of the body is to be notified in writing to the Council within 14 days of such change. The notification should include a completed 'Information on Individuals' form which is attached to an application form for a Sex Establishment Licence at Annex A. Additionally, should the Council request information in respect of any new person this must be furnished within 14 days of such a request in writing from the Council.
- 5.2 The licence holder, or a responsible person nominated by them in writing for the purpose of managing the sex establishment in their absence and of whom details have been supplied to and approved in writing by the Council shall be in charge of and upon the premises during the whole time they are open to the public.
- 5.3 The name of the person responsible for the management of a sex establishment (whether the licence holder or a manager) approved by the Council shall be prominently displayed within the establishment throughout the period during which they are responsible for its conduct.
- 5.4 The licence holder shall maintain a daily register in which they shall record the name and address of any person who is responsible for managing the sex establishment in their absence and the names and addresses of those employed in the sex establishment. The register is to be completed each day within thirty minutes of the sex establishment opening for business and is to be available for inspection by the Police and by authorised officers of the Council.
- 5.5 The licence holder shall retain control over all portions of the premises and shall not let or part with possession of any part of the premises.
- 5.6 The licence holder shall maintain good order in the premises.
- 5.7 No person under the age of 18 shall be admitted to the premises or employed in any part of the business of sex establishment.
- 5.8 The licence holder shall ensure that the public is not admitted to any part or parts of the premises other than those which have been approved by the Council.
- 5.9 Prostitutes shall not use any part of the premises for the purposes of solicitation or of otherwise exercising their calling.
- 5.10 Neither the licence holder nor any employee or other person shall seek to obtain custom for the sex establishment by means of personal solicitation outside or in the vicinity of the premises.

- 5.11 The licence holder shall comply with all statutory provisions and any regulations made there under.
- 5.12 The licence holder shall ensure that during the hours the Sex Establishment is open for business every employee wears a badge of a type to be approved by the Council indicating their name and that they is an employee.
- 5.13 The copy of the licence and conditions are required to be displayed in accordance with Paragraph 14(1) of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 and shall be reproduced to the same scale as those issued by the Council. The copy of the licence required to be displayed as aforesaid shall be suitably framed and the condition of these Regulations shall be retained in a clean and legible condition.

6.0 Use

- 6.1 No change of use of any part of the premises from that approved by the Council shall be made until the consent of the Council has been obtained.
- 6.2 No change of use between a Sex Cinema, a Sex Shop or a Sexual Entertainment Venue shall be made without the prior consent of the Council.

7.0 External appearance

- 7.1 No display, advertisement, word, letter, model, sign, placard, board, notice, device, representation, drawing, writing, or any other matter or thing (whether illuminated or not) shall be exhibited so as to be visible from outside the premises except:
 - 7.1.1 Any notice of a size and in a form approved by the Council which is required to be displayed by any condition of a licence granted by the Council.
 - 7.1.2 Such display, advertisement, word, letter, model, sign, placard, board, notice, device, representation, drawing, writing, or any matter or thing as shall have been approved by the Council.
- 7.2 The entrances to the premises shall be of a material or covered with a material, which will render the interior of the premises invisible to passers-by.
- 7.3 Windows and openings to the premises other than entrances shall not be obscured without consent of the Council but shall have suspended behind them, in a position and at an angle approved by the Council, opaque screens or blinds of a type and size approved by the Council.

8.0 State, condition & layout of premises

- 8.1 The premises shall be maintained in good repair and condition.
- 8.2 The number, size and position of all doors or openings provided for the purposes of the ingress and egress of the public shall be approved by the Council and shall comply with the following requirements:

- 8.2.1 All doors or openings approved by the Council shall be clearly marked 'exit'.
- 8.2.2 Doors and openings, which lead to parts of the premises, to which the public are not permitted, shall have notices placed over them marked 'private'.
- 8.2.3 Save in the case of emergency no access shall be permitted through the premises to any unlicensed premises adjoining or adjacent.
- 8.3 The external doors to the sex establishment shall be fitted with a device to provide for their automatic closure and such devices shall be maintained in good working order.
- 8.4 Where premises do not have an entrance lobby there shall be provided within the entrance of the premises a partition screening the interior of the premises from passers-by at all times whilst the entrance doors may be opened.
- 8.5 Alterations of additions either internal or external and whether permanent or temporary to the structure, lighting or layout of the premises shall not be made except with the prior approval of the Council.
- 8.6 All parts of the premises shall be kept in a clean and good condition to the satisfaction of the Council.

9.0 Safety

- 9.1 The licence holder shall take all reasonable precautions for the safety of the public and employees.
- 9.2 The licence holder shall comply with any health and safety measures that may be required of them by the Council.

The following conditions apply to Sex Shops only

10.0 Times of opening

- 10.1 Except with the prior written consent of the Council a sex shop shall only be open between 9am and 8pm Monday to Saturday inclusive.
- 10.2 Except with the prior written consent of the Council a sex shop shall not be open on Sundays or any Bank Holidays or any public holidays.
- 10.3 A sex shop shall be conducted primarily for the purpose of the sale of goods by retail.

11.0 Use of sex shop

- 11.1 Neither sex articles nor other things intended for use in connection with, or the purpose of stimulating or encouraging sexual activity or acts of force or restraint which are associated with sexual activity shall be displayed, sold, hired, exchanged, loaned or demonstrated in a sex cinema or sexual entertainment venue.

12.0 Goods available in sex shops

- 12.1 All sex articles and other items displayed for sale, hire, exchange or loan within a sex shop shall be clearly marked to show to persons who are inside the sex shop the respective prices being charged.
- 12.2 All printed matter offered for sale, hire, exchange or loan shall be available for inspection prior to purchase and a notice to this effect is to be prominently displayed within the sex shop.
- 12.3 The licence holder shall without charge display and make available such free literature on counselling on matters related to sexual problems as may be published by the Family Planning Association and by such other similar organisations as may be specified by the Council. Such literature is to be displayed in a prominent position adjacent to all cash collection points in the sex establishment.

13.0 State, condition and layout of the premises

- 13.1 Lighting in all parts of a sex shop shall be in operation continuously during the whole of the time that the premises are open to the public.

The following conditions apply to Sexual Entertainment Venues only

14.0 General rules and conduct

- 14.1 All reference to striptease includes all forms of striptease or nudity, including the wearing of transparent clothing.
- 14.2 No payment shall be made by or on behalf of the licence holder for bringing persons to the premises (no touting).
- 14.3 Striptease and nudity shall not be visible from outside the premises. The layout of premises will ensure this requirement applies equally when doors are open for access and egress.
- 14.4 No persons (whether as customers, employees, performers or other persons) under the age of 18 years shall be permitted on the premises during performances. A clear notice shall be displayed at each entrance in a prominent position so that it can be easily read by anyone entering the premises stating: 'No person under 18 shall be admitted'.
- 14.5 All members of staff at the premises, including door supervisors, shall seek credible photographic proof of age evidence from any person who appears to be under the age of 18 years, and who is seeking access to the premises.
- 14.6 Striptease performers shall be age 18 years or older and no striptease performers may perform at the premises until such time as photographic proof of identity, showing date of birth, is provided, confirming that the performer is over the age of 18 years. All dancers/performers must be legally entitled to work in the UK before they perform at the sexual entertainment venue.
- 14.7 Copies of performers/dancer's files must be made available to the police for inspection upon request.

- 14.8 The licence holder must ensure no dancers are trafficked, exploited or controlled for another's gain.
- 14.9 A customer code of conduct shall be prominently displayed and clearly visible throughout the premises advising patrons of the rules in relation to the performance.
- 14.10 There shall be in place a code of conduct for all performers. Each performer is to sign a copy of the code of conduct before being allowed to commence dancing at the premises. A copy of the code of conduct will be submitted to the Police and Council and shall not be amended without prior consultation with the Council.
- 14.11 No still or moving photographic recordings or other recordings shall be made of any performances by customers at the time in the premises.
- 14.12 Performers shall not take or give personal contact details, e.g. telephone number, email, social network contact, etc.
- 14.13 There must be no movement of the performer's G-string (including flashing, hands or fingers inside G-strings) or removal of the G-string except in the dressing rooms or the private dance area.
- 14.14 Performers must report all inappropriate behaviour and breaking of the house rules (customer code of conduct) to the management.
- 14.15 Performers found taking drugs on the premises or under the influence of alcohol or drugs shall not be allowed to perform.

15.0 Door supervisors

- 15.1 The licence holder shall employ SIA registered door supervisors at all times the premises is open for business as a sexual entertainment venue.
- 15.2 The licence holder shall ensure that a register is maintained on the premises and will include a contemporaneous entry showing the name, registration number and tour of duty of every door supervisor employed in/on the premises at any one time. The register shall be so kept that it can be readily inspected at any reasonable time by a police officer, an authorised officer of the Council or an officer of the Security Industry Authority (SIA).
- 15.3 The licence holder shall ensure that every person engaged as aforesaid in the capacity of door supervisor shall, at all times whilst on duty, wear in a readily visible position, an SIA badge.
- 15.4 The licence holder shall ensure that all door supervisors are aware of the position of:
 - 15.4.1 emergency lighting switches
 - 15.4.2 the method of entry and exit by both normal and emergency exits
 - 15.4.3 the location of telephones and radios, with instructions for calling the emergency services.

The following conditions apply to Sex Cinemas only

16.0 Film classification

- 16.1 No film or video film shall be exhibited unless it has been passed by the British Board of Film Classification and bears a certificate to that effect, and is a reproduction authorised by the owner of the copyright of the film or video film so certified. Any such film or video film shall comply with the Video Recordings Act 1984.

17.0 External layout of sex cinema

- 17.1 The windows, doors fascia board, walls and all external parts of the premises including the roof shall not contain any form of writing, sign or display save for the following in the form approved by the Council:-
- 17.1.1 The licensed name of the premises
 - 17.1.2 The address of the premises
 - 17.1.3 A notice stating the opening hours of the establishment
 - 17.1.4 The wording 'Adult Cinema' but no other indication as to the nature of the business carried on at the licensed premises.