

Introduction

This document is intended to offer guidance to applicants. It provides the basic information for applicants to help make a successful application under the Licensing Act 2003, and general guidance to keep the operations of the business, club, organisation or event within the law.

The Royal Borough of Windsor and Maidenhead has a duty to supply guidance for applicants. However, by reading the Statement of Licensing Policy, applicants should understand how The Royal Borough of Windsor and Maidenhead will administer the licences and authorisations and what The Royal Borough of Windsor and Maidenhead considers as important. Annex A may be of particular assistance when completing the operating schedule.

Personal Licences

A Personal Licence is a licence held by a particular individual to permit that person to authorise the sale of alcohol from a premises that is suitably licensed for the purpose of selling alcohol by retail.

Please send:-

- The application form (available on this website)
- Evidence of relevant training
- The fee of £37
- Applications must be accompanied by a criminal record check. The check must be issued no more than one calendar month before the application date. Basic Disclosure check, you can apply via the Disclosure and Barring Service on the [GOV.UK website](https://www.gov.uk). If you need phone or face-to-face support to apply online, call the DBS helpline on 03000 200 190 or email customerservices@dbs.gsi.gov.uk.
- Two Photographs

The photographs of the applicant shall be:

- a) Taken against a light background so that the applicant's features are distinguishable and contrast against the background;
- b) 45 millimetres by 35 millimetres;
- c) Full face uncovered and without sunglasses and unless the applicant wears a head covering due to their religious beliefs, without a head covering;
- d) On photographic paper and;

Endorsed by:

- a) The chief executive of the licensing justices for the relevant licensing authority;
- b) A solicitor or notary;
- c) A person of standing in the community; or
- d) An individual with a professional qualification

Providing that you have not had any relevant convictions there are unlikely to be any problems and the personal licence will be granted. Information as to what is regarded as a conviction is available on the Home Office website <https://www.gov.uk/government/collections/licensing-act-2003-supporting-guidance>

You must show that you have sufficient knowledge of licensing law and the social consequences of the selling of alcohol. This can be proved by successfully completing an appropriate training course. Lists of suitable courses are available from the DCS website at www.culture.gov.uk or contact the BIIAB on 01276 684449, GOAL 08707 202909 or GQAL 01305 786639 for lists or training companies in your area.

If you have no convictions, are suitable trained and are over 18 years there is no reason why you should not qualify for a personal licence.

There are some exemptions to the need for training, if you are:

- a. A member of the company of the Master, Wardens, Freeman and Commonality of Mistery of the Vintners of the City of London'
- b. A person operating under a licence granted by the University of Cambridge; or
- c. A person operating premises under a licence granted by the Board of the Green Cloth, *you do not need to complete the required training.*

A personal licence lasts for ten years and you should apply to the local licensing authority in the area that you live for your first licence. Subsequent renewals will have to be made to the original authority.

When you change address you must write to the original licence issuing with one photo and a fee of £10.50 an updated licence will be issued.

A personal licence holder may give consent to become a designated premises supervisor (DPS) for a licensed premises where the activity of supply of alcohol is authorised. The DPS has a legal responsibility for authorising the sale of alcohol and control of the day to day management of that premises under the terms of the licence. Make sure that if the designated premises supervisor is not physically on the premises, there is a clear management structure with which staff are familiar.

Personal licences are not required in qualifying club situations and for premises licences that do not retail alcohol.

Premises Licence/Club Premises Certificate

A Premises Licence permits licensable activities to take place on or from defined areas, a building, and part of a building, a vessel, vehicle or temporary structure. A Premises licence application can be made by an individual, several individuals, a company or organisation, or other prescribed persons such as individuals acting as representatives for a company or individual. The application form a premises licence is normally the responsibility of the owner of the business or the committee responsible for the building. If the premises are leased, the freeholder has a right to inform The Royal Borough of Windsor and Maidenhead that they own, part own, or occupy the premises, and they have a right to know of any applications, notices and requests for any other information.

A club premises certificate permits licensable activities to take place at the premises of a qualifying club. A qualifying club applying for a Club Premises Certificate does not need a personal licence holder identified as a designated premises supervisor as there is no supply of alcohol by retail taking place. Alcohol may be bought for the club by the members and the money being passed cross the bar is to maintain equity between members. Please make sure that the club rule book makes clear the policy for guests. Clubs should carefully consider whether they should apply for a club premises certificate or a premises licence. As committee members in clubs change from time to time please ensure that The Royal Borough of Windsor and Maidenhead Licensing Team are kept abreast of these changes. Please be aware that it is an offence not to inform the Licensing Authority if the person who fills the role of secretary changes.

You may not apply for a premises licence or a club premises certificate if you or any of your committee members are under 18 years of age. The applicant for a premises licence or club premises certificate does not need to be a personal licence holder.

The additional information required to be submitted with the application is listed on the last page of the form. Please ensure that you attach everything to your application otherwise it will be invalid.

Please send:

- A completed application form,
- The correct fee,
- A plan of 1:100 scale (unless a different scale is agreed with RBWM Licensing Team),
- The plan should show the location and extent of the boundary of the building, the exits, the areas used for licensable activities, any stage, the fire safety equipment and the location of any kitchen.

And:

- If the premises licence application is to include the sale by retail of alcohol, the consent of the individual personal licence holder who wishes to be the premises supervisor is required,
- If a club premises certificate application, a copy of the club rule book, and a declaration that the club is "qualifying club".
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The application must go to The Royal Borough of Windsor and Maidenhead Licensing Team. For your own benefit you may wish to get a receipt for the delivery of the application or send the application by registered post and keep the tickets as evidence that it has been sent.

Providing the application is complete, and there are no objections, there are unlikely to be any problems with the grant of a new licence.

How to apply

Send:

- The appropriate application form (premises licence or club premises certificate),
- Complete an operating schedule of proposed changes to activities, times and any changes to your current conditions and how the licensing objectives will be promoted.
 - > The prevention of crime and disorder;
 - > Public safety;
 - > The prevention of public nuisance; and
 - > The protection of children from harm.
- Submit the plan as above;
- Submit the correct fee;
- Submit the current premises licence.

And:

- If the premises licence is to include the supply of alcohol, the consent of the personal licence holder to be the Designated Premises Supervisor.
- If a club premises certificate, a copy of the rule book and a declaration that the club is a qualifying club.

You must submit a copy of your application to all "Responsible Authorities", contact details of the responsible authorities in The Royal Borough of Windsor and Maidenhead can be found under Contact Details. For your own benefit you may wish to get a receipt of the delivery of the application or send the application by registered post and keep the tickets as evidence that the applications have been sent.

How do I know if the application is complete?

The responsible authorities must confirm to the Council's Licensing Team that they have received copies of the application. Without this confirmation the licensing team will not consider the application a complete. Incomplete applications will be dealt with in one of two ways. If the application is missing one or two simple details, a letter requesting the missing documentation will be sent to the applicant and the application will be kept on hold. If there are more than one or two simple details, the application will be rejected and returned to the sender.

What happens next?

The applicant has a duty to advertise the variation. They will be required to advertise the application for a period of no less than 28 consecutive days starting on the day following the day the application was served on the licensing authority.

The notice shall be:

- (i) Of a size equal or larger than A4;
- (ii) Of pale blue colour;
- (iii) Printed legibly in black in or typed in black ink font size of 16 or bigger.

The notice must be erected on site and must be clearly legible during the 28 day period. If a large site, the notice must be erected every 50 metres.

The applicant must also advertise their application in a local newspaper circulating in the relevant part of The Royal Borough of Windsor and Maidenhead such as the Windsor, Eton & Ascot Express and the Maidenhead Advertiser. The newspaper notice must be circulated at least on one occasion not more than ten working days after the giving of the application to The Royal Borough of Windsor and Maidenhead Licensing Team, both the newspaper notice and the notice from the application will contain the following information:

- The relevant licensable activities proposed to carry on at the premises
- The proposed changes of the application (what make the application a variation).
- The name of the applicant
- The postal address of the premises, or if not applicable a description of the premises concerned
- Details of where the register of The Royal Borough of Windsor and Maidenhead is held and where it can be inspected
- The dates between which an interested party and a responsible authority may make representations to The Royal Borough of Windsor and Maidenhead Licensing Team
- A statement that all representations must be made in writing
- A statement that it is an offence knowingly or recklessly to make a false statement in connection with an application and the maximum fine for which a person is liable on summary conviction for the absence.

Where a complete application form has been submitted with the appropriate fees and other paperwork, including the display of appropriate notices in the papers and on the premises, and there are no representations within the 28 consecutive day deadline, the licence will be granted.

However, if an adverse representation from any interested party or responsible authority has been received, the Licensing team will decide whether the representation is relevant. If the Licensing team find the representation relevant they will arrange a mediation meeting between the relevant parties to try and find a reasonable compromise. If this process is unsuccessful a hearing before the Licensing committee will be held. ALL relevant parties will be notified. A decision will be made by the Licensing committee or sub-committee and the details of that decision will be circulated to the parties concerned.

The applicant does have a right to appeal and this should be made to the East Berkshire Magistrates' Court. The Law Courts, Chalvey Park, Off Windsor Road, Slough, SL1 2HJ. Professional advice should be sought where it is uncertain what the best course of action should be.

Need Help?

The Royal Borough of Windsor and Maidenhead is aware that there are concerns about making premises Licence applications and recommends that applicants contact the Licensing team on 01628 683840 or Licensing@rbwm.gov.uk if they have any concerns to discuss the application prior to making a submission. Alternatively you may feel that you wish to pass the job of making your application to a reputable Licensing professional such as a solicitor or consultant.

Fees*

Fees for all Licensing Act 2003 permissions have been set by central government. Many of the fees for the Licences and certificates issued under the old regime were set by The Royal Borough of Windsor and Maidenhead. The new fees are based on the non-domestic rateable value of the premises. These are divided into 5 bands:

Band	A	B	C	D	E
Non-domestic rateable value	£0 - £4,300	£4,301-£33,000	£33,001-£87,000	£87,000-£125,000	£125,001 and over

Applications for premises Licences, club premises certificates, variations (but not changes of name and address or changes of designated premises supervisor), the conversion of existing Licences and conversion/variations should be as shown below:

Rateable value bands	A	B	C	D	E
Main Application Fee	£100	£190	£315	£450	£635
Annual Charge	£70	£180	£295	£320	£350

A multiplier applied to premises in bands D and E where they are exclusively or primarily used in the sale by retail of alcohol.

Band	D (x2)	E (x3)
Application fee	900	1905
Application charge	640	1050

To find out how much your non-domestic rateable value of your premises is please enter your postcode into the Valuation Office's [website. www.voa.gov.uk](http://www.voa.gov.uk).

There are other occasions that fees and charges must be paid to the Royal Borough of Windsor and Maidenhead Council.

Occasion on which a fee may be payable	Who should be sent copies of application other than RBWM Licensing Team	All fees are to be paid to the Royal Borough of Windsor and Maidenhead Council
New Premises Licence or Club Premises Certificate	<ul style="list-style-type: none"> • Police • Fire and Rescue • Planning • Environmental Health • Trading Standards • ACPC • Advertise in local paper 	Dependent on Non-domestic Rateable Value
Personal Licence Application		£37
Variation of Premises Licence or Club Premises Certificate	<ul style="list-style-type: none"> • Police • Fire and Rescue • Planning • Environmental Health • Trading Standards • ACPC • Advertise in local paper 	Please see above as dependent on Nondomestic Rateable Value
Supply of copies of information contained in register	N/A	Set by RBWM

Occasion on which a fee may be payable	Who should be sent copies of application other than RBWM Licensing Team	All fees are to be paid to the Royal Borough of Windsor and Maidenhead Council
Application for copy of licence or summary on theft, loss etc. of premises licence or summary	N/A	£10.50
Notification of change of name or address of premises licence	N/A	£10.50
Application to vary to specify individual as premises supervisor	Police	£23
Interim Authority Notice following death of licence holder etc	Police	£23
Application for Transfer of Premises Licence	Police	£23
Application for making provisional statement	<ul style="list-style-type: none"> • Police • Fire and Rescue • Planning • Environmental Health • Trading Standards • ACPC • Advertise in local paper 	£315

Occasion on which a fee may be payable	Who should be sent copies of application other than RBWM Licensing Team	All fees are to be paid to the Royal Borough of Windsor and Maidenhead Council
Application for copy of certificate or summary on theft, loss etc. of certificate summary	N/A	£10.50
Notification of change of name or alteration of club rules	N/A	£10.50
Change of relevant registered address of club	N/A	£10.50
Temporary Event Notices	Police	£21
Application for copy of notice on theft, loss etc of temporary event notice	N/A	£10.50
Application for copy of licence on theft, loss etc of personal licence	N/A	£10.50
Notification of change of name or address (personal licence)	N/A	£10.50
Notice of interest in any premises	N/A	£21

Exceptionally large events of a temporary nature that require premises licences are to be charged as follows:

Number of people in attendance at any one time	Additional Fees
5,000 - 9,999	£1,000
10,000 - 14,999	£2,000
15,000 - 19,999	£4,000
20,000 - 29,999	£8,000
30,000 - 39,999	£16,000
40,000 - 49,999	£24,000
50,000 - 59,000	£32,000
60,000 - 69,000	£40,000
70,000 - 79,000	£48,000
80,000 - 89,000	£56,000
90,000 and over	£64,000

In relation to exceptionally large events, where a permanent premises licence is obtained for a site rather than one that is time-limited for the event, the annual fee to be paid in relation to such a premises licence may also require an additional element to the fee due to inspections and pre-event checks.

Premises licences sought for community centres and some schools that permit regulated entertainment but which do not permit the supply of alcohol and/or the provision of late night refreshment will not incur a fee. For more information please contact the RBWM Licensing Team on 01628 683840 or licensing@rbwm.gov.uk.

Operating Schedule

An operating schedule is a required document for all new applications for premises licences, club premises certificates and temporary event notices. It is the documentation that outlines what activities are proposed to be permitted, when the activities will take place and how the activities will be managed and the opening hours when the public are permitted on the premises.

It is advisable to apply for the maximum amount of hours for any activity. Particular thought should be given to community centres as these premises often have many different users and they change on a fairly frequent basis. It may be prudent to apply for activities that currently do not take place as hirers may request those activities in the future. For example, if dance classes are held during the day, it is not inconceivable that dance classes may be held in the evening or at weekends. In these circumstances, it is advised to apply for a general licence that would not limit the hall users in what they may offer.

One of the most critical parts of the operating schedule is the section where the applicant describes the steps they intend to promote the four licensing objectives. Careful consideration of what is entered is advised. What is written in this section may become a condition of the licence. The Royal Borough of Windsor and Maidenhead Licensing Policy can be used as a guide to the sorts of things that may be expected to be addressed in the operating schedule. The Royal Borough of Windsor and Maidenhead Licensing Policy Statement can be viewed on the website www.rbwm.gov.uk/web/licensing_2003act.htm. Obviously, not all of the matters highlighted will be appropriate to all premises, nor are they exhaustive. Ultimately you will know what the problems are associated with your premises.

The Prevention of Crime and Disorder

The Licensing Authority, Police and licensees are encouraged to work in partnership with local Pub and Drug Watch Schemes to help licensees to form strategies for actively preventing crime and disorder issues. This scheme will encourage the sharing of information through effective communication and will seek to address matters such as under-age sales, problems associated with drunkenness, prevention of illegal drug use, and anti-social behaviour.

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It is imperative that all forms of crime are prevented in licensed premises. A responsible licensee or their staff shall deter, prevent and report other instances of crime, such as offences under the Theft Acts (e.g. handling stolen goods), violence related or any other activity likely to constitute or conspiring to commit crime, including activities associated with the sex industry.

In considering licensing applications, the Licensing Authority will expect applicants to set out, where necessary and based on individual risk assessment:

- Measures to prevent bottles being carried from the premises
- Use of drinks' promotions
- Measures to prevent binge drinking
- Participation in the Pub Watch Scheme
- Use of door supervisors
- Training staff in crime prevention measures
- Search policies
- Use of Closed Circuit Television
- Lighting
- Where premises are new, designing out crime
- Quality of surveillance of premises

Public Safety

When visiting licensed premises, members of the public have a right to be confident that due consideration has been given to their physical safety. Where an applicant identifies an issue in regard to public safety (including fire safety) which is not covered by existing legislation, the applicant should identify in their operating schedule the steps which will be taken to ensure public safety. Such steps will be dependent on the individual style and characteristics of the premises and/or event(s) to be held. Advice is available by contacting the Licensing Team on 01628 683840 or by Email [to licensing@rbwm.gov.uk](mailto:licensing@rbwm.gov.uk)

The Council will normally consider the following items in relation to public safety

- The use of shatterproof glasses
- The promotion of sensible drinking
- Measures to prevent drug spiking
- Drugs policies
- Safe capacities
- Applicants will be expected to show that they have undertaken proper risk assessments and fire risk assessments

The Licensing Authority will consider the implications relating to Fire Safety of each individual application for, or variation of, a Premises Licence. The Licensing Authority with the aim of protecting the safety of persons, both public and employees at all licensed premises, will expect the applicant to have carried out a suitable and sufficient risk assessment and put into place measures:

- To reduce the risk of fire on the premises and the risk of the spread of fire on the premises;
- In relation to the means of escape from the premises;
- For securing that, at all material times, the means of escape can be safely and effectively used;
- In relation to the means for fighting fires on the premises;
- In relation to the means for detecting fire on the premises and giving warning in case of fire; and
- In relation to the arrangement for action to be taken in the event of fire on the premises including measures relating to the instruction and training of staff.

The Licensing Authority has a Safety Advisory Group and, where appropriate, applicants are encouraged to seek the group's advice on issues of public safety. For example, a licensee who wishes to stage a licensable public event which is not specifically indicated in the Operating Schedule may be invited to approach the Safety Advisory Group.

The licensee may have a responsibility to develop a Drugs Policy. Advice on methods of preventing the misuse of drugs and related matters can be sought from the Royal Borough of Windsor and Maidenhead Council's Drug Action team. For example, the use of sharp boxes and personal protective equipment in the disposal of drug related articles found on licensed premises.

The prevention of public nuisance

The Licensing Authority is committed to minimising the level of public nuisance in the Borough by working in close partnership with the Thames Valley Police, Planning, Environmental Health and licensees. The Licensing Authority interprets 'public nuisance' in its widest sense, and takes it to include such issues as noise, light, odour, litter and antisocial behaviour.

Where premises are located near to noise-sensitive areas, eg residential premises, nursing homes, hospitals or places of worship, the licensee should initially identify any particularly issues (having regard to their particular type of premises and/or activities) which are likely to adversely affect the promotion of the objective to prevent public nuisance. Such steps as are required to deal with these identified issues should be included within the applicant's operating schedule.

Signs on doors and on tables encouraging consideration to the neighbours

- The disposal of waste, particularly glass
- The use and maintenance of plant, including air extraction and ventilation systems

- Litter in the vicinity of premises
- Noise from deliveries / collections to and from the premises
- Measures to control the behaviour of queues
- Whether door supervisors are able to stay at the entrance to encourage quiet departure
- The provision of Hackney Carriage / Private Hire services at the premises

The applicant will be expected to show what measures will be taken to prevent individuals from consuming excess alcohol whilst on the premises. The training of staff in alcohol abuse awareness is necessary in order for this control to be effective and meet the Public Safety, Prevention of Crime and Disorder, and Prevention of Public Nuisance Licensing Objectives.

Protection of children from

When addressing the protection of children, the applicant should initially identify any particular issues (having regard to their particular type of premises and/or activities) which are likely to cause concern in relation to children. Such steps as are required to deal with these identified concerns should be included within the applicant's operating schedule.

Applicants are required, where appropriate, to set out in the Operating Schedule the arrangements they have in place to prevent the sale of alcohol and illegal substances to children. This should include an age-monitoring scheme. The Licensing Authority would accept that the licensee obtains any of the following as an acceptable proof of age scheme:

- Passport
- Photo card driving licence
- Proof of Age Standard Scheme Card (Pass)

Where there are off licence sales, the Licensing Authority would expect the Operating Schedule to demonstrate how the licensee will discourage the sale of alcohol to customers on behalf of children in the vicinity. For example, if the licensee has any suspicions of this activity to ask the customer if they have been approached by children to purchase alcohol and if necessary contact the Police.

The Council may impose conditions restricting the access of children or excluding them altogether from licensed premises. Such conditions will be imposed for the prevention of harm to children. Examples of premises which may be included are:

- Those where there have been convictions for serving alcohol to minors or with a reputation for underage drinking
- With a known association with drug taking or dealing
- Where there is a strong element of gambling on the premises
- Where the entertainment of an adult or sexual nature is commonly provided options will include :
 - I. Limitations on the hours when children may be present
 - II. Age limitations below 18
 - III. Limitations or exclusions when certain activities are taking place
 - IV. Requirements for accompanying adults
 - V. Full exclusion of people under 18 from the premises when any licensable activities are taking place.
- The provision of a full range of non-alcoholic drinks
- Use of Prove It! Cards

In appropriate cases, the Licensing Authority will expect the licensee to show evidence how they will supervise children who are performing in a Regulated Entertainment event and what consideration will be given to the welfare of children as performers and customers. Where children are supervised, the Licensing Authority will expect the Operating Schedule to demonstrate that these supervisors have been appropriately checked by the Criminal Records Bureau. These will need to be enhanced checks.

Need Help?

If you are confused by this guidance you may wish to simply state the conditions that currently apply to the licence/licences under the appropriate heading, adjusting for any changes for which you are applying. For example, if you have a restriction for the last time of entry under your PEL you may wish to apply to change this in accordance with your proposed later opening hours under your Licensing Act 2003 application. If you still require help please contact the Licensing Team on 01628 683840 [or licensing@rbwm.gov.uk](mailto:licensing@rbwm.gov.uk).

Offences

- > To carry on or attempt to carry on a licensable activity on or from any premises other than under or in accordance with the authorisation provided by a premises licence, a club premises certificate or temporary even notice meeting the required conditions.
- > To knowingly allow such an activity to be carried on.
- > Where an unauthorised activity has taken place, any performer or participant does not commit an offence unless they are involved in the organisation or arrangement of the unauthorised activity.
- > It is an offence to expose alcohol for sale by retail when not an authorized activity.
- > To keep alcohol with the intention of selling it by retail or supplying it by or on behalf of a club or the order to a member of a club where the sale of supply would be an unauthorised licensable activity.

Offences concerning children are as follows:

- > Unaccompanied children are prohibited from certain premises such as premises open for the purposes of being used for the supply of alcohol for consumption there and all relevant premises used for the supply of alcohol for the consumption there between the hours of midnight and 5 am.
- > Sale of alcohol by retail to an individual under the age of 18 is illegal.
- > Clubs commit an offence if alcohol is supplied to a member or guest who is under the age of 18.
- > It is an offence to allow the supply of alcohol to children from your premises.
- > It is an offence for an individual aged under the age of 18 to buy or attempt to buy alcohol.
- > However, no offence is committed if a person over the age of 18 buys beer wine or cider for an individual aged 16 or 17 if the purchase, or supply, is for consumption at a table meal on relevant premises and that the individual is accompanied at the meal by an individual aged 18 or over.
- > An individual under the age of 18 commits an offence if he knowingly consumes alcohol on relevant premises.
- > A person who works on relevant premises in any capacity, whether paid or unpaid commits an offence if he knowingly delivers to an individual aged under 18 alcohol sold on the premises, or alcohol supplied on the premises by or on behalf of a club to the order of a member of a club.
- > A person commits an offence if he knowingly allows anyone else to deliver to an individual aged under 18 alcohol sold on relevant premises.

This application is designed to provide basic guidance to applicants; it is not a complete or authoritative statement of the law.

Contact Details

Consultation with all responsible authorities should be encouraged prior to the submission of the application. During the transition period The Royal Borough of Windsor and Maidenhead Council Licensing staff will offer the time to assist applicants.

<p>The Licensing Team Town Hall St Ives Road Maidenhead Berkshire SL6 1RF 01628 683840 Email: licensing@rbwm.gov.uk</p>	<p>Environmental Health Tinkers Lane Depot Tinkers Lane Windsor Berkshire SL4 4LR Commercial Services: 01628 683820 Environmental Protection: 01628 683526 Residential Services 01628 683594 Email: env.health@rbwm.gov.uk</p>
<p>Trading Standards Tinkers Lane Depot Tinkers Lane Windsor Berkshire SL4 4LR 01628 683569 Email: trading.standards@rbwm.gov.uk</p>	<p>Licensing Thames Valley Police Headquarters (South) Kidlington Oxford OX5 2NX 01865 854022 (RBWM Licensing Officer) licensing@thamesvalley.pnn.police.uk</p>
<p>Royal Berkshire Fire and Rescue Fire Safety Office Bridge Road Maidenhead Berkshire SL6 8PG 0118 9322422 Email: easthubfiresafety@rbfrs.co.uk</p>	<p>The Business Manager Local Safeguarding Children Board Town Hall St Ives Road Maidenhead Berkshire SL6 1RF 01628 683234 lscb@rbwm.gov.uk</p>
<p>Planning Town Hall St Ives Road Maidenhead Berkshire SL6 1RF 01628 796050 Planning.maidenhead@rbwm.gov.uk</p>	<p>Public Health Town Hall St Ives Road Maidenhead Berkshire SL6 1RF Email: public.health@rbwm.gov.uk</p>
<p>Alcohol Licensing Team Lunar House 40 Wellesley Road Croydon CR9 2BY Alcohol@homeoffice.gsi.gov.uk</p>	