



The Licensing Act 2003 requires applications and notices to be served on various public bodies known as 'responsible authorities'. Responsible authorities are entitled to make representations to the licensing authority in relation to an application for the grant, variation, transfer or review of a licence, certificate or notice.

Application Type	Responsible Authority to be consulted
New premises licence or club premises certificate	All
Provisional statement	All
Full Variation of premises licence or club premises certificate	All
Minor variation of licence or club premises certificate	None*
Transfer of premises licence	Police only
Vary the designated premises supervisor (DPS)	Police only
Interim authority	Police only
Temporary event notice	Police and Environmental Health
Personal licence application	Police only
Review of licence	All

*the Licensing Authority will consult with those responsible authorities it considers necessary depending on the detail of the minor variation

Responsible authorities for the City of London

- **Licensing Authority:**
 City of London Licensing Authority
 Markets and Consumer Protection
 PO Box 270, Guildhall
 London EC2P 2EJ
- **Police:**
 City of London Police
 Licensing Office
 Walbrook Wharf
 78-83 Upper Thames Street
 London EC4R 3TD.
- **Fire and Rescue:**
 London Fire & Emergency Planning Authority
 Fire Safety Regulation: North East Area 2
 169 Union Street
 London SE1 0LL
- **Primary Care Trust / Health Board**
 Hackney Public Health Team
 1 Hillman Street
 London E8 1DY

- **Health and Safety:**
Department of Markets and Consumer Protection (Food Team)*
City of London Corporation
PO Box 270
Guildhall
London EC2P 2EJ

*In respect of Corporation of London owned premises the responsible authority for public safety as listed above will be substituted for the Health and Safety Executive address below:-

Health and Safety Executive
Rose Court, 2 Southwark Bridge
London SE1 9HS

- **Planning:**
Department of Planning & Transportation
City of London Corporation, PO Box 270
Guildhall
London EC2P 2EJ
- **Environmental Health**
Department of Markets and Consumer Protection (Pollution)
City of London Corporation
PO Box 270, Guildhall
London EC2P 2EJ
- **Child protection:**
Department of Community & Children's Services
Family & Young People's Service Director
City of London Corporation
PO Box 270
Guildhall
London EC2P 2EJ
- **Trading standards**
Department of Markets and Consumer Protection (Trading Standards)
City of London Corporation
PO Box 270
Guildhall
London EC2P 2EJ
- **Home Office**
Alcohol Licensing Team
Lunar House
40 Wellesley Road
Croydon
CR9 2BY

Additional notifications will be required if the "premises" is a moving vessel (e.g. pleasure boat on the Thames). These are listed below:-

- **Maritime & Coastguard Agency**
Orpington Marine Office
Central Court
1B Knoll Rise
Orpington
Kent BR6 0JA
- **Port of London Authority**
Harbour Master (Upper District)
Bakers' Hall
7 Harp Lane
London EC3R 6LB

- **Metropolitan Police**
Thames Division
98 Wapping High Street
London E1 9NE.

If your premises is on or crosses over a boundary with another local authority, notifications must also be sent to that authority.

Completed applications together with a cheque for the required fee made payable to "City of London Corporation" should be sent to:-

- **Licensing Team**
Markets and Consumer Protection
PO Box 270
Guildhall
London EC2P 2EJ