



## **Licensing Act 2003 - Responsible Authorities**

### **Completed applications should be sent to:**

The Licensing Services Manager

Licensing Services Unit

St Helens Town Hall

Victoria Square

St Helens

WA10 1HP

Telephone: 01744 676770 e-mail: [generallicensing@sthelens.gov.uk](mailto:generallicensing@sthelens.gov.uk)

Applicants are also required to send notice to the 'responsible authorities' as detailed below. If the application is submitted electronically the Licensing Authority is required to carry out this procedure.

'Responsible authority' as defined by the Licensing Act 2003 and amended by the Police Reform and Social Responsibility Act 2011 include the following: -

### **Merseyside Police:**

Police HQ Licensing Unit

2 nd Floor 15 Cazneau Street

Liverpool

L3 3AN

Telephone: 0151 777 4619

Email: [Licensing.Unit@merseyside.pnn.police.uk](mailto:Licensing.Unit@merseyside.pnn.police.uk)

### **Merseyside Fire and Rescue Service:**

Merseyside Fire & Rescue Authority

St Helens & Knowsley Community Fire Protection

Belle Vale Fire Station

Childwall Valley Road Liverpool

L25 2PY

Telephone: 0151 296 6570

Email [protectionlicencessthelensandknowsley@merseyfire.gov.uk](mailto:protectionlicencessthelensandknowsley@merseyfire.gov.uk)

**Body responsible for the protection of children from harm:**

Safeguarding Unit St. Helens Council

Atlas House

Corporation Street

St. Helens

WA9 1LD

Telephone: 01744 671252 Email: [safeguardingunit@sthelens.gov.uk](mailto:safeguardingunit@sthelens.gov.uk)

**The local authority with responsibility for public health:**

Head of Public Health Commissioning

Public Health St. Helens Council

Atlas House

Corporation Street

St. Helens

WA9 1LD

Telephone: 01744 671046 Email: [publichealth@sthelens.gov.uk](mailto:publichealth@sthelens.gov.uk)

**The local authority with responsibility for the Health and Safety at Work etc Act 1974 (Environmental Health);**

**The local authority with responsibility for environmental health and pollution (Environmental Health); and**

**The local weights and measures authority (Trading Standards)**

**Director of Environmental Protection:**

Environmental Protection Department

St. Helens Council

Atlas House

St. Helens

WA9 1LD

Telephone: 01744 676338 Email: [environmentalhealth@sthelens.gov.uk](mailto:environmentalhealth@sthelens.gov.uk)

Note: When notifying the Director of Environmental Protection, please ensure that you provide 3 copies marked for (a) Environmental Health (Health & Safety), (b) Environmental Health (Pollution) and (c) Trading Standards.

**Local Planning Authority:**

Head Of Planning Development Services

Urban Regeneration & Housing Department

PO Box 512

St. Helens

WA10 9JX

Telephone: 01744 676176 Email: [planning@sthelens.gov.uk](mailto:planning@sthelens.gov.uk)

**The Licensing Authority:**

Licensing Services Unit

St.Helens Council

St Helens Town Hall

Victoria Square

St.Helens

WA10 1HP

Telephone: 01744 676770 Email: [generallicensing@sthelens.gov.uk](mailto:generallicensing@sthelens.gov.uk)

**Alcohol Licensing Team**

Home Office (Immigration Enforcement)

IE Licensing Compliance Team (IELCT)

2 Ruskin Square (Floor 6)

Dingwall Road

Croydon

CR20 2WF

[IE.licensing.applications@homeoffice.gov.uk](mailto:IE.licensing.applications@homeoffice.gov.uk)

In certain circumstances the following may also need to be served with a copy of the application:-

**Relevant neighbouring local authority**

**Relevant navigation authority**

**The Environment Agency**  
**British Waterways Board**  
**The Secretary of State.**

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