

Contact Details for Responsible Authorities

The table below contains the contact details for responsible authorities that must be notified when applications are made for certain licences under the Licensing Act 2003.

IMPORTANT: Copies of licence applications together with accompanying documents, if any, must be sent to all Responsible Authorities on the same day.

<p><u>Application to Vary a Premises Licence / Club premises Certificate</u></p> <ul style="list-style-type: none"> • Licensing Authority (<i>original application documentation and appropriate fee</i>) • Police • Health and Safety Team • Nuisance Team • Planning • Safeguarding Children Board • Fire Authority • Trading standards • Primary Care Trust • Secretary of State - Home Office • Immigration Enforcement 	<p><u>New Premises Licence / Club Premises Certificate</u></p> <ul style="list-style-type: none"> • Licensing Authority (<i>original application documentation and appropriate fee</i>) • Police • Health and Safety Team • Nuisance Team • Planning • Safeguarding Children Board • Fire Authority • Trading standards • Primary Care Trust • Secretary of State - Home Office • Immigration Enforcement
<p><u>Provisional Statement</u></p> <ul style="list-style-type: none"> • Licensing Authority (<i>original application documentation and appropriate fee</i>) • Police • Health and Safety Team • Nuisance Team • Planning • Safeguarding Children Board • Fire Authority • Trading standards • Primary Care Trust • Secretary of State - Home Office • Immigration Enforcement 	<p><u>New Personal Licence</u></p> <ul style="list-style-type: none"> • Licensing Authority only
	<p><u>Interim Authority Notice</u></p> <ul style="list-style-type: none"> • Licensing Authority (<i>original application documents and appropriate fee</i>) • Police • Designated premises supervisor • Secretary of State - Home Office • Immigration Enforcement
<p><u>Application for a review of a Premises licence (s51) / Club Premises Certificate (s87)</u></p> <ul style="list-style-type: none"> • Licensing Authority (<i>original application documentation</i>) • Police • Health and Safety Team • Nuisance Team • Planning • Safeguarding Children Board • Fire Authority • Trading standards • Primary Care Trust • Secretary of State - Home Office • Immigration Enforcement • Premises licence holder/club in whos name the application was made. 	<p><u>Transfer of Premises Licence</u></p> <ul style="list-style-type: none"> • Licensing Authority (<i>original application documents and appropriate fee</i>) • Police • Secretary of State - Home Office • Immigration Enforcement
	<p><u>Application to Vary a Premises Licence to Specify a Designated Premises Supervisor</u></p> <ul style="list-style-type: none"> • Licensing Authority (<i>original application documents and appropriate fee</i>) • Police • Existing Designated Premises Supervisor (if any)

<p>LICENSING AUTHORITY</p> <p>London Borough of Barnet Licensing Team Licensing Team, 2nd Floor Annex, Barnet House 1255 High Road Whetstone London N20 0EJ</p> <p>T 020 8359 7443 E licensingadmin@barnet.gov.uk F 020 83617650</p>	<p>FIRE AUTHORITY</p> <p>Fire Safety Regulation: North West Area 1 London Fire Brigade 169 Union Street London, SE1 0LL</p> <p>E firesafetyregulationnw@london-fire.gov.uk</p>
<p>PLANNING</p> <p>London Borough of Barnet Planning Barnet House 1255 High Road Whetstone London N20 0EJ</p> <p>T 020 8359 3000</p>	<p>POLICE</p> <p>Metropolitan Police Service Licensing (@SA) C/O Colindale Police Station Grahame Park Way London NW9 5TW</p> <p>T 020 8733 4195 E barnet.licensing@met.pnn.police.uk</p>
<p>HEALTH AND SAFETY TEAM</p> <p>Chris Carabine, Group Manager, Food. 9th Floor Barnet House 1255 High Road Whetstone London N20 0EJ</p> <p>E chris.carabine@barnet.gov.uk T 020 8359 7995 F 0870 889 6793</p>	<p>SAFEGUARDING CHILDREN BOARD</p> <p>Bridget Griffin Divisional Manager London Borough of Barnet Children & Families Building 4, North London Business Park Oakleigh Road South New Southgate, N11 1NP</p> <p>E bridget.griffin@barnet.gov.uk W www.barnet.gov.uk T 020 8359 4532</p>
<p>NUISANCE</p> <p>Noise Nuisance London Borough of Barnet Environmental Services 9th Floor Barnet House 1255 High Road Whetstone London N20 0EJ</p> <p>E nuisance@barnet.gov.uk T 020 8359 7995</p>	<p>TRADING STANDARDS</p> <p>London Borough of Barnet Trading Standards 2nd Floor Annex, Barnet House 1255 High Road Whetstone London N20 0EJ</p> <p>E trading_standards@barnet.gov.uk T 020 8359 7443</p>
<p>PRIMARY CARE TRUST</p> <p>Barnet Public Health London Borough of Barnet, North London Business Park, Building 2, Oakleigh Road South, London, N11 1NP</p> <p>E publichealth@harrow.gov.uk</p>	<p>Home Office Immigration Enforcement</p> <p>Alcohol Licensing Team Lunar House 40 Wellesley Road Croydon CR9 2BY</p> <p>E Alcohol@homeoffice.gsi.gov.uk</p>