Contact details for the Licensing Authority and Responsible Authorities

All correspondence for the **Licensing Authority** should be addressed to

**The Licensing Authority**
Southend-on-Sea Borough Council
Civic Centre (Floor 13)
Victoria Avenue
Southend-on-Sea
Essex SS2 6ZG

DX 2812  Telephone: 01702 215005

The **Responsible Authorities** are:

a)  **The Chief Officer of Police**

**Essex Police Licensing Unit (Alcohol)**
Blyths Meadow
Braintree
Essex
CM7 3DJ  Telephone: 01245 452035

b)  **The Fire Authority**

**The Divisional Commander**
Essex County Fire and Rescue Service
Southend and Rochford Community Command
Sutton Road (Rear of Fire Station)
Southend-on-Sea
Essex SS2 5PX  Telephone: 01702 614433

c)  **The Health and Safety Enforcing Authority**

Either (in respect of premises subject to Local Authority Enforcement)

**The Food Safety Team**
Public Protection Division (Floor 13)
Department of Enterprise, Tourism and the Environment
Southend-on-Sea Borough Council
Civic Centre
Victoria Avenue
Southend-on-Sea
Essex SS2 6ZG

DX 2812  Telephone: 01702 215005
or (in respect of premises subject to enforcement by the Health and Safety Executive)

**The Health and Safety Executive**
Wren House
Hedgerows Business Park
Colchester Road
Chelmsford
Essex CM2 5PF Telephone: 01245 706200

d) **The Local Planning Authority**

The Planning and Building Control Section
Department of Enterprise, Tourism and the Environment
Southend-on-Sea Borough Council
Civic Centre
Victoria Avenue
Southend-on-Sea
Essex SS2 6ZG

DX 2812 Telephone: 01702 215327

e) **The Local Authority with functions related to prevention of risk of pollution of the environment:**

**The Environmental Protection Team**
Public Protection Division (Floor 13)
Department of Enterprise, Tourism and the Environment
Southend-on-Sea Borough Council
Civic Centre
Victoria Avenue
Southend-on-Sea
Essex SS2 6ZG

DX 2812 Telephone: 01702 215005

f) **The body recognised by the Licensing Authority as being responsible for matters in relation to the protection of children from harm, and as being competent to advise on such matters:**

**The Department of Children & Learning**
PO Box 6
Southend-on-Sea Borough Council
Civic Centre
Victoria Avenue
Southend-on-Sea
Essex SS2 6ZG Telephone: 01702 215000
g) The Weights and Measures Authority

The Trading Standards Team  
Public Protection Division (Floor 13)  
Department of Enterprise, Tourism and the Environment  
Southend-on-Sea Borough Council  
Civic Centre  
Victoria Avenue  
Southend-on-Sea  
Essex SS2 6ZG  
Telephone: 01702215000

h) In relation to vessels only, the Navigation Authority having functions in relation to the waters where the vessel is usually moored or berthed. For this purpose, correspondence should be sent to:

The Navigation Authority  
Port of London Authority  
London River House  
Royal Pier Road  
Gravesend  
DA12 2BG  
Telephone: 01474 562200

i) The Public Health Authority

The Director of Public Health  
Southend-on-Sea Borough Council  
Civic Centre (floor 6)  
Victoria Avenue  
Southend-on-Sea  
Essex SS2 6ZG

j) Home Office (Immigration Office)

Alcohol Licensing Team  
Lunar House  
40 Wellesley Road  
Croydon CR9 2BY

k) The Licensing Authority in its role as a Responsible Authority

The Licensing Authority  
Southend-on-Sea Borough Council  
Civic Centre (Floor 13)  
Victoria Avenue, Southend-on-Sea  
Essex SS2 6ZG  
DX 2812  
Telephone: 01702 215005  
Email: licact2003@southend.gov.uk

Applicants are not expected to submit a duplicate copy of their applications for the consideration of the Licensing Authority in its role as a responsible authority unless the plans are bigger than A3.