

### **SUBMITTING YOUR APPLICATION**

**A COPY MUST BE SENT TO ALL RESPONSIBLE AUTHORITIES SHOWN BELOW:**

**All Original Documentation and the original signed Application and fee should be sent to: -**

**Health Safety & Licensing Team  
East Riding of Yorkshire Council  
Housing and Public Protection Division  
County Hall, Beverley  
HU17 9BA  
E mail: [licensing@eastriding.gov.uk](mailto:licensing@eastriding.gov.uk)**

**You must at the same time also supply a copy of your application and plan to the following persons:**

| <b>Responsible Authority</b> | <b>Contact Details</b>  |
|------------------------------|---|
| <b>Police</b>                | Alcohol Licensing Department<br>Police Headquarters<br>Priory Road Police Station<br>Priory Road<br>Hull<br>HU5 5SF<br>Email: <a href="mailto:CommunitiesLicensing@humberside.pnn.police.uk">CommunitiesLicensing@humberside.pnn.police.uk</a>                            |
| <b>Environmental Control</b> | David Howliston<br>Environmental Control Manager<br>County Hall<br>Cross Street<br>Beverley<br>HU17 9BA<br>Email: <a href="mailto:pollution.control@eastriding.gov.uk">pollution.control@eastriding.gov.uk</a>  |
| <b>Planning Department</b>   | Steve Cook<br>Planning Department<br>County Hall<br>Beverley<br>East Riding of Yorkshire<br>HU17 9BA<br>Email: <a href="mailto:stephen.cook@eastriding.gov.uk">stephen.cook@eastriding.gov.uk</a>   |
| <b>Fire Authority</b>        | Technical Fire Safety Officers<br>Beverley Fire Station<br>New Walkergate<br>Beverley<br>East Riding of Yorkshire<br>HU17 9EE<br>Telephone: 01482 398511<br>Email: <a href="mailto:publicsafetycentre@humbersidefire.gov.uk">publicsafetycentre@humbersidefire.gov.uk</a> |

|   |   |
|---|---|
| <b>Health &amp; Safety</b>  | Health and Safety<br>County Hall , Beverley<br>East Riding of Yorkshire<br>HU17 9BA<br>Email: <a href="mailto:health.safety@eastriding.gov.uk">health.safety@eastriding.gov.uk</a>  |
| <b>Weights &amp; Measures</b>   | Colin Briggs<br>Trading Standards Services Manager<br>Callibration Test Centre<br>Brudenell Way, Dane Park Road<br>Hull<br>HU6 9DX<br>Email: <a href="mailto:TradingStandards@eastriding.gov.uk">TradingStandards@eastriding.gov.uk</a> |
| <b>Children and families Services - CFAS</b>  | LADO<br>Children & Young Peoples Support and Safeguarding<br>BF73 County Hall<br>Beverley<br>East Riding of Yorkshire<br>HU17 9BA<br>Email: <a href="mailto:LADO@eastriding.gov.uk">LADO@eastriding.gov.uk</a>                          |
| <b>Public Health</b>  | Mike McDermott<br>Associate Director of Public Health<br>JF84 County Hall<br>Beverley<br>East Riding of Yorkshire<br>HU17 9BA<br>Email: <a href="mailto:mike.mcdermott@eastriding.gov.uk">mike.mcdermott@eastriding.gov.uk</a>          |
| <b>Licensing Authority</b>  | Louise Wilson<br>Health, Safety and Licensing Manager<br>County Hall<br>Cross Street<br>Beverley<br>HU17 9BA<br>Email: <a href="mailto:louise.wilson@eastriding.gov.uk">louise.wilson@eastriding.gov.uk</a>                             |
| <b>Home Office's Secretary of State</b><br><br><b>*only req for Sections 17, 42, 47, 34 &amp; 52 applications</b> | Alcohol Licensing Team<br>Lunar House<br>40 Wellesley Road<br>Croydon<br>CR9 2BY<br><a href="mailto:Alcohol@homeoffice.gsi.gov.uk">Alcohol@homeoffice.gsi.gov.uk</a>  |
| <b>Responsible Authorities for Ships / Vessels Only</b><br><b>Only serve if application</b>                       | The Environment Agency<br>The British Waterways Board<br>The Secretary of State<br>For further information contact:<br>MCA (Maritime and Coastguard Agency)<br><a href="http://www.mcga.gov.uk">http://www.mcga.gov.uk</a>              |

**N.B If your application is incomplete you will have to resubmit it to these responsible authorities. The Licensing Authority is required to determine applications within the timescales prescribed in legislation.**