

GUIDANCE NOTE 2

RESPONSIBLE AUTHORITIES

Applications for the following must be sent to what are termed 'responsible authorities':

new premise licences / new club certificates

variations to premise licences / club certificates

applications for provisional statements

For most premises these will include those listed below, and applicants will need to arrange copies of their application to be given to each one on the same day that they submit their application to the Licensing Authority.

Confirmation of this will be expected.

On the rare occasions when an application involves a waterway (e.g. a licence to sell alcohol on a boat) or where the application involves land on the boundary of two Local Authorities, there are further Responsible Authorities to contact. Please contact us for details in such cases.

As the Licensing Authority will not process incomplete applications we would encourage you to check with us on the content of your application if you have any doubt as to the requirements before formally submitting it and committing to the expense of advertisements, and copies etc.

This will save unnecessary expense and time in the long run for the applicant, your agent(s) and the Licensing Authority.

Responsible Authorities

1. Police

Licensing
Thames Valley Police
Headquarters (South)
Kidlington
Oxfordshire
OX5 2NX

Tel: 01865 846597

Email: Licensing@thamesvalley.pnn.police.uk

2. Fire Authority

**Team Leader
Fire Safety Department
Buckinghamshire & Milton Keynes Fire Authority
Broughton Fire Station
H6 Childs Way
Broughton
Milton Keynes
MK10 9AP**

Tel: 01908 236413

Email: miltonkeynesfiresafety@bucksfire.gov.uk

3. Environmental Health

**Environmental Health
Milton Keynes Council
Civic Offices
1 Saxon Gate East
Milton Keynes
MK9 3EJ
Tel: 01908 252398**

4. Trading Standards

**Trading Standards
Milton Keynes Council
Civic Offices
1 Saxon Gate East
Milton Keynes
MK9 3EJ
Tel: 01908 252504**

5. Planning Authority

**Development Control
Milton Keynes Council
Civic Offices
1 Saxon Gate East
Milton Keynes
MK9 3EJ
Tel: 01908 252358**

Email: planning.enquiries@milton-keynes.gov.uk

6. MK Together (formerly Milton Keynes Local Safeguarding Children Board (LSCB))

**MK Together
Civic
Saxon Gate East
Milton Keynes MK9 3EJ**

Tel: 01908 252842

Email: MKTogether@milton-keynes.gov.uk

7. Licensing Authority

**Licensing Authority
Milton Keynes Council
Civic Offices
1 Saxon Gate East
Milton Keynes
MK9 3EJ**

Tel: 01908 252800

Email: licensing@milton-keynes.gov.uk

8. Public Health

**Director of Public Health
Milton Keynes Council
Saxon Court
Avebury Boulevard
Milton Keynes MK9 3HS**

Email: public.health@milton-keynes.gov.uk

9. The Home Office Secretary of State

**Home Office Immigration Enforcement
Lunar House,
40 Wellesley Road,
Croydon,
CR9 2BY**

Email: Alcohol@homeoffice.gsi.gov.uk

Revised April 2024