



**BEDFORD**  
BOROUGH COUNCIL

## **Licensing Act 2003**

### **Application Pack to Vary a Premises Licence to Specify an Individual as a Designated Premises Supervisor**

Contact details for Bedford Borough Council's Licensing Service

Email: [licensing@bedford.gov.uk](mailto:licensing@bedford.gov.uk)

Staff are available Monday-Thursday 08:45-17:15 and Friday 08:45-16:45

The web address for licensing pages is:  
<https://www.bedford.gov.uk/licencing>





# Bedford Borough Council

Licensing Service, Borough Hall, Cauldwell Street, Bedford MK42  
9AP

## Application to vary a premises licence to specify an individual as a designated premises supervisor under the Licensing Act 2003

### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

**I/We** .....

*(Full name(s) of premises licence holder)*

**being the premises licence holder, apply to vary a premises licence to specify the individual named in this application as the premises supervisor under section 37 of the Licensing Act 2003.**

**Premises licence number**

### Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference, or description	
Post town	Post code
Telephone number at premises (if any)	
Brief description of premises (Please see Guidance Note 1)	

### Part 2

**Full name of proposed designated premises supervisor:**

**Nationality:**

**Place of birth:**

**Date of birth:**

**Personal licence number of proposed designated premises supervisor and issuing authority of that licence (if any)**

**Full name of existing designated premises supervisor (if any)**

Please tick ✓ yes

- I would like this application to have immediate effect under Section 38 of the Licencing Act 2003
- I have enclosed the premises licence or relevant part of it

If you have not enclosed the premises licence or relevant part of it please explain why in the box below

**Reasons why I have failed to enclose the premises licence or relevant part of it**

**CHECKLIST:**

Please tick to indicate agreement:

- |  |   |
|--|---|
|  | Please tick <input checked="" type="checkbox"/> yes |
| • I have made or enclosed payment of the fee   | <input type="checkbox"/>                            |
| • I will give a copy of this application to the chief officer of police                            | <input type="checkbox"/>                            |
| • I have enclosed the consent form completed by the proposed premises supervisor                   | <input type="checkbox"/>                            |
| • I have enclosed the premises licence or relevant part of it or provided an explanation           | <input type="checkbox"/>                            |
| • I understand that if I do not comply with the above requirements my application will be rejected | <input type="checkbox"/>                            |
| • I have notified the existing premises supervisor, if any, of this application                    | <input type="checkbox"/>                            |

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND, PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE THAT THE EMPLOYEE IS DISQUALIFIED.**

**Part 3 – Signatures** (See Guidance Note 2)

**Signature of applicant or applicant’s solicitor or other duly authorised agent.** (See Guidance Note 3). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

**For joint applicants: signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent.** (See Guidance Note 4). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

<b>Contact name (where not previously given) and postal address for correspondence associated with this application</b> (See Guidance Note 5)	
<b>Post town</b>	<b>Post code</b>
<b>Telephone number (if any)</b>	
<b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b>	

### **Notes for Guidance**

1. Describe the premises. For example the type of premises it is.
2. The application form must be signed
3. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
4. Where there is more than one applicant, both applicants, or their respective agents, must sign the application form.
5. This is the address which we shall use to correspond with you about this application.

### **Data Protection Privacy Advice**

Through the relevant application/notice forms, accompanying documentation and payment facilities associated with this licensing function the Council (the data controller) collects personal data. Personal data may also be collected in respect of further related requests for information from the applicant/person submitting the notice. This is necessary for the performance of legal obligations on it in respect of the relevant licensing function or otherwise necessary for the performance of a task carried out in the public interest or in the exercise of official authority. These also form the basis for the further processing of the personal data by the Council in connection with the application/notice, any determination of the same and any subsequent authorisation/appeal and issues that arise during the period of the authorisation/appeal. Beyond that, the Council will retain the records for 5 years and then destroy them securely. The Council will maintain and retain public registers and these are not destroyed. The Council may from time to time extract information itself from those public registers. The Council will share with and receive information from the following:

- Statutory Consultees as defined by legislation
- Public & Site Notice
- Ward Councillors
- Parish Councils

in respect of data subjects who are applicants/notice givers and those who hold authorisations. It holds the personal data in a way designed to secure it from unauthorised use, loss or destruction. These measures include recruitment and training of staff, procurement of services and physical/cyber security. The Council's privacy statement for this function is available at [www.bedford.gov.uk](http://www.bedford.gov.uk) or upon request from the Council using the address and telephone contact details elsewhere on this form. The Council will update its privacy statement from time to time and you are urged to read that statement. You have information rights that are explained at <https://tinyurl.com/y7uccndm>. You can exercise your information rights by contacting the Council's Data Protection Officer at [dpo@bedford.gov.uk](mailto:dpo@bedford.gov.uk) or writing to Information Governance, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP (Telephone (01234) 267422). If you believe that the Council has failed to comply with its data protection obligations you may contact the ICO at 0303 123

1113 or at [www.ico.org.uk](http://www.ico.org.uk). Further contact details are available upon request. The full Privacy Statement for Premises Licences can be viewed here:  
[www.bedford.gov.uk/gdprprivacy](http://www.bedford.gov.uk/gdprprivacy)



# Bedford Borough Council

Licensing Service, Borough Hall, Cauldwell Street, Bedford MK42  
9AP

## Consent of individual to being specified as premises supervisor

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I .....

*(full name of prospective premises supervisor)*

of

.....  
*(home address of prospective premises supervisor)*

**Hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for**

.....  
*(type of application)*

by

.....  
*(name of applicant)*

**relating to a premises licence**

.....  
*(number of existing licence if any)*

for

.....  
*( name and address of premises to which the application relates)*



**and any premises licence to be granted or varied in respect of this application made by**

.....  
*(name of applicant)*

**concerning the supply of alcohol at**

.....  
*(name and address of premises to which the application relates)*

**I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.**

**Personal licence number**

.....  
*(insert personal licence number, if any)*

**Personal licence issuing authority**

.....  
*(insert name, address and telephone number of personal licence issuing authority if any)*

**Signed**.....

**Name: (please print)**.....

**Date:** .....

## Responsible Authorities to which an applicant is required to give notice of his / her application to

All applications made to vary a DPS must be sent to Bedford Borough Council and a copy sent to Bedfordshire Police at the address below.

The original application with supporting documents should be submitted to:

**The Licensing Authority  
Bedford Borough Council  
Borough Hall  
Cauldwell Street  
Bedford  
MK42 9AP**

Email: [licensing@bedford.gov.uk](mailto:licensing@bedford.gov.uk)

### **The Police:**

Chief Officer of Police,  
c/o Community Safety Team, Licensing  
Bedfordshire Police  
Halsey Road  
Kempston  
Bedford  
MK42 8AX

Email: [LicensingBedford@bedfordshire.pnn.Police.uk](mailto:LicensingBedford@bedfordshire.pnn.Police.uk)



**Licensing Act 2003**

**PREMISES LICENCE**  
8537/11401 IN0177

**CLUB PREMISE  
CERTIFICATE**  
8537/11401 IN0178

**TEMPORARY EVENT  
NOTICE**  
8537/11401 IN0179

**Premises / Club Premises Certificate fees**

Rateable value bands	A	B	C	D	E
Main Application Fee	100	190	315	450	635
Main Annual Charge (payable one year after the grant of a licence)	70	180	295	320	350

Where premises are exclusively or primarily in the business of selling alcohol then the multiplier fees below apply for premises in bands D and E (mainly large town and city centre pubs)

Band	D (x 2)	E (x 3)
City / town centre pub application Fee	900	1905
City / town centre pub annual charge	640	1050

**Rateable Value Explained:**

Premises and club application and annual fees – each premise that is licensable is allocated to a fee band according to the rateable value as follows:

Rateable Value	Band
No rateable value to £4,300	A
£4,301 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

Number in attendance at any one time	Additional fee
5,000 to 9,999	1,000
10,000 to 14,999	2,000
15,000 to 19,999	4,000
20,000 to 29,999	8,000
30,000 to 39,999	16,000
40,000 to 49,999	24,000

50,000 to 59,999	32,000
60,000 to 69,999	40,000
70,000 to 79,999	48,000
80,000 to 89,999	56,000
90,000 and over	64,000

### Exceptionally Large Events

### Personal Licences, Temporary Events and Other Fees:

Application for a grant or renewal of personal licence <b>8537/11401 IN0176</b>	37.00
Temporary event notice <b>8537/11401 IN0179</b>	21.00
Theft, loss, etc. of premises licence <b>8537/11401 IN0177</b>	10.50
Certified copy of premises licence <b>8537/11401 IN0177</b>	10.50
Application for a provisional statement where premises being built, etc. <b>8537/11401 IN0177</b>	315.00
Notification of change of name or address (code as per licence type)	10.50
Application to vary licence to specify individual as premises supervisor <b>8537/11401 IN0177</b>	23.00
Application for transfer of premises licence <b>8537/11401 IN0177</b>	23.00
Interim authority notice following death etc. of licence holder <b>8537/11401 IN0177</b>	23.00
Theft, loss etc. of club premises certificate or summary <b>8537/11401 IN0178</b>	10.50
Notification of change of name or alteration of rules of club <b>8537/11401 IN0178</b>	10.50
Change of relevant registered address of club <b>8537/11401 IN0178</b>	10.50
Theft, loss etc. of temporary event notice <b>8537/11401 IN0179</b>	10.50
Theft, loss etc. of personal licence <b>8537/11401 IN0176</b>	10.50
Duty to notify change of name or address	10.50
Right of freeholder etc. to be notified of licensing matters <b>8537/11401 IN0177</b>	21.00
Minor Variation of Premise Licence <b>8537/11401 IN0177</b>	89.00
Minor Variation of Club Premise Licence <b>8537/11401 IN0178</b>	89.00

