



Bedford Borough Council

3rd Floor Borough Hall, Bedford MK42 9AP

Notification of change of Details / Club Rules of a Club Premises Certificate

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 in written black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

Part 1 – Notification

I / we _____

(Insert full name)

being the club premises certificate holder(s)/club holding a club premises certificate, give notice of change in details / club rules* *[delete as applicable]*

Part 2 – Club Premises Certificate details

Name of premises	
Postal address of premises or, if none, ordnance survey map reference, or description	
Post town	Postcode
Telephone number at premises (if any)	
Premises licence number (if applicable)	

Part 3 – Changes

New name	
New address	
Post town	Postcode
Change in Club Rules (please enclose a copy of the new rules	

Part 4 – Checklist

Please tick ✓ yes

- I have made or enclosed payment of the fee (£10.50). Cheques made payable to Bedford Borough Council.
- I have included both parts of the Club Premises Certificate, appropriate part or a statement giving the reasons why these have not been enclosed.

If you have not enclosed the Club Premises Certificate referred to above, please explain why in the box below

Reasons why I have failed to enclose the premises licence.

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE [£5000], UNDER SECTION 33(6) OF THE LICENSING ACT 2003 TO FAIL TO COMPLY WITH THIS SECTION

Part 5– Signatures

Signature of applicant or applicant’s solicitor or other duly authorised agent. If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	