



BEDFORD BOROUGH COUNCIL

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 SEX ESTABLISHMENT LICENCE – FORM OF CERTIFICATE

To: Chief Officer with delegated responsibility for licensing matters
Licensing Team
Bedford Borough Council
Borough Hall
Cauldwell Street
Bedford MK42 9AP

Re: Premises known as -

With regard to the application for the above Licence:

1. I/WE HEREBY CERTIFY that a press notice (copy attached) was on the _____ day of _____, published for the first time in _____ (state newspaper) being a local newspaper circulating in the area in which the above premises are situated.
2. I/WE HEREBY CERTIFY that a site notice in the form prescribed by the Council was displayed on or at the above premises in a prominent position so that it could easily be read by passers-by, and ensured that the site notice remained in position from _____ to _____ (being at least 21 days)
3. I/WE HEREBY CERTIFY that on _____ a notice of the application was also served on the Chief Constable of Police.

Dated this _____ day of _____ 20_____

(Signed) _____

Name (in block capitals) _____

Note:

This certificate is to be completed by the applicant and sent to the Chief Officer with delegated responsibility for licensing matters at the above address after the 28 day period allowed for objections has expired.

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)*
- Ward Councillors and Parish Councillors (where appropriate)*
- Responses to the Public Notice*

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 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 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. Further contact details are available upon request. The full Privacy Statement for Sex Shops and Sexual Entertainment Venue applications can be found here: www.bedford.gov.uk/gdprprivacy