



BEDFORD BOROUGH COUNCIL

Borough Charter granted in 1166

**ZOO LICENSING ACT 1981
APPLICATION FOR A
ZOO LICENCE**

(New Zoo or existing zoo subject to a direction under s 6(1)(b) of the Act)

PUBLIC PROTECTION

ZOO02

I/We: -----

of: -----

----- Tel: -----

in accordance with, and following the publication of, the notice of intention on -----

in -----

and -----

(NOTE- insert the date of publication of the notice of intention and the names of one local and one national newspaper in which the notice appeared)

HEREBY APPLY to Bedford Borough Council for a licence to operate the zoo referred to in that notice.

- 2. Any significant changes in the information supplied in paragraph 2 of the notice to the local authority of intention to apply for a licence for the proposed zoo to be set out below.**

- 3. Additional matters – set out below any other matters (if any) which you would now like to bring to the attention of the local authority.**

I/we certify that to the best of (my) (our) knowledge and belief, the above particulars are true.

Signed: ----- Date: -----

If signing on behalf of a Company or Partnership, state in what capacity.

This form should be completed and returned to:

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

Information provided in this application will be held on our computers and manual records. It will be used to assess your application and may be shared with other departments within Bedford Borough Council, Bedfordshire Police, Bedfordshire & Luton Fire & Rescue Service, sub-contractors contracted to provide any support, administration or similar service and any other parties we are required to consult. It may be disclosed where required by law or in connection with legal or regulatory proceedings. Where the public are entitled to object to a licence or we are required to maintain public register details of licences & applications may be published on the Council's website.



**BEDFORD BOROUGH
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DECLARATION OF CONVICTIONS

PUBLIC PROTECTION

DOC01

Please complete this from **IN BLOCK CAPITALS**

1(a) Surname of Applicant	(a)
1(b) First Names of Applicant	(b)
1(c) Maiden Name (if applicable)	(c)
1(d) Full Private Address (include Postcode)	(d)
1(e) Full Previous Private Address (include Postcode) if you have lived at above address for less than five years	(e)
1(f) Date of Birth	(f)
1(g) Place of Birth	(g)

All convictions or formal cautions must be disclosed on the attached form.

These will not be open to inspection by the Public or other relevant bodies.

Please note that any convictions that are spent, within the terms of the Rehabilitation of Offenders Act 1974 will not be taken into account when determining your application.

If you are in any doubt as to whether or not a conviction is spent, you should either consult a solicitor or the Bedfordshire Police Service however, a guide is given at the end of this form.

Full Name

CONVICTIONS

Please enter 'none' if there are none

Date of Conviction	Place of Conviction	Nature of Offence	Sentence

FORMAL CAUTIONS

Please enter 'none' if there are none

Date of Caution	Place of Caution	Nature of Offence	Comments

- (1) The information given above is true and complete to the best of my knowledge. I understand any statement made by me which I know to be false in any material respect could result in the application being refused and renders me liable for prosecution.
- (2) I understand and I consent to the disclosure by The Police to the Council of any record(s) of criminal conviction(s) that I have, other than spent convictions, within the meaning of the Rehabilitation of Offenders Act 1974
- (3) I have read and understood the notes supplied with this form.

Signed: **Date:**

The following information is requested to confirm that the convictions are spent. Information provided will not be considered in assessing your application unless it should have been included under convictions above.

SPENT CONVICTIONS

Date of Conviction	Place of Conviction	Nature of Offence	Sentence

The following information is given as a guide as to the period after which convictions are considered spent. The periods stated are reduced by half if the offender was under 18 at the date of conviction.

Sentence	Period
Absolute discharge	6 months
Prison – 6 months or less	7 years
Prison – 6 months to 2 ½ years	10 years
Prison – over 2 ½ years, life, at Her Majesty's pleasure or preventive detention	Never
Detention – 6 months or less	3 years
Detention – 6 months to 2 ½ years	5 years
Detention in young offender institution or corrective training – over 2 ½ years	Never
Borstal (abolished in 1983)	7 years
Probation (convictions on or after 3/2/1995)	5 years
Fines, compensation, community service, combination action plans, curfew, drug treatment & testing, reparation orders	5 years
Conditional discharge, probation order, binding over, care order, supervision order	1 year after conviction or 1 year after the order ends whichever is the longer
Disqualification	The period of disqualification
Dismissal with disgrace from Her Majesty's service	10 years
Dismissal from Her Majesty's service	7 years
Detention in respect of conviction in service disciplinary proceedings	5 years
Hospital order under Mental Health Act 1983	5 years or 2 years after order ceases to have effect whichever is the longer

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:

- Councils appointed Veterinary Surgeon
- Councils Environmental & Trading Standards Service

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 Zoo Licencing can be viewed here: www.bedford.gov.uk/gdprprivacy

FREEDOM OF INFORMATION

Information held by the Council may need to be disclosed in response to a request for it within the terms of the Freedom of the Information Act 2005. This information excludes that which is in any other way already in the public domain.