



BEDFORD BOROUGH COUNCIL

APPLICATION FOR THE GRANT, RENEWAL OF A LICENCE FOR A SEX ESTABLISHMENT – EXPLANATORY NOTES FOR APPLICANTS

Please read these notes carefully. Failure to observe the requirements mentioned in these notes will render your application invalid.

1. The Council's fees for application are as follows:-

(a) Grant of a Licence:	£4500.00
(b) Renewal of a Licence:	£2500.00
(c) Transfer of a Licence:	£4250.00

A remittance of the appropriate fee should accompany your application. Cheques should be made payable to "Bedford Borough Council".

2. If the application is in respect of premises (i.e. not a vehicle, vessel or stall), notice in the appropriate form (see enclosed form of notice) must be displayed for 21 days beginning with the date of the application on or near the premises in a place where the notice can conveniently be read by the public. You are required to submit to the Council a copy of this site notice duly certified as to the period during which and the place where it was displayed following expiry of the 21 day period.
3. You must give public notice of your application in the appropriate form (see enclosed form of notice) in a local newspaper circulating in the Borough not later than 7 days after the date of the application and you will be required to produce a copy of the relevant edition of the newspaper following publication.
4. You must send a copy of your application to the Chief Officer of Police, c/o Community Safety/Licensing Officer Bedfordshire Police, Halsey Road, Kempston, Bedford, MK42 8AX
Email: LicensingBedford@bedfordshire.pnn.Police.uk not later than 7 days after the date of the application. You must also send a copy to the Environmental Health, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP.
5. The Council may wish to seek further information concerning yourself or the application premises (including an inspection of the premises) before considering the application.
6. When the preliminary formalities have been completed your application will be referred in due course to the appropriate Committee of the Council for decision.
7. N.B. Anyone who, in connection with an application for the grant, renewal or transfer of a licence for a sex establishment makes a false statement which he knows to be false in any material respect or which he does not believe to be true shall be guilty of an offence which on summary conviction can attract a fine of up to £20,000.

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

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.