



BEDFORD
BOROUGH COUNCIL

Licensing Act 2003

**Application Pack for notification of an interest
in premises**

Contact details for Bedford Borough Council's Licensing Service

Email: licensing@bedford.gov.uk

Staff are available from 8.45am – 17.15pm Mon – Thurs 8.45am – 16.45pm Fridays

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

Email: Licensing@bedford.gov.uk

Notification of an interest in premises under section 178 of 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

(Insert name(s) of notifier)

**hereby give/gives notice of my/our interest in the premises identified below for
the purposes of section 178 of the Licensing Act 2003**

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description	
Post town	Post code

Name of applicant for, or holder of, premises licence or club applying for, or holding,
club premises certificate (if known)

--

Premises licence / club premises certificate number (if known)

--

Part 2 - Details of my/our interest in the premises

I/we

Please tick

- a) have a legal interest in the premises as freeholder or leaseholder
- b) am/are the legal mortgagee in respect of the premises (within the meaning of the Law of Property Act 1925)
- c) am/are in occupation of the premises

I /we are

- a) an individual(s) please complete section (A)
- b) a company please complete section (B)
- c) a partnership please complete section (B)
- d) an unincorporated association please complete section (B)
- e) other (for example, a statutory corporation) please complete section (B)

(A) DETAILS OF INDIVIDUAL

Please tick

Mr Mrs Miss Ms Other title
(for example, Rev)

Surname

First names

**Current postal
address if
different from
premises
address**

Post Town

Postcode

Contact phone number in working hours (if any)

**E-mail address
(optional)**

DETAILS OF SECOND INDIVIDUAL

Please tick

Mr Mrs Miss Ms Other title
(for example, Rev)

Surname

First names

Current postal address if different from premises address

--

Post Town

--

Postcode

--

Contact phone number in working hours (if any)

--

E-mail address (optional)

--

(B) DETAILS OF NON-INDIVIDUAL

Please provide name and registered address of notifier in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned

Name
Address
Registered number (where applicable)
Description of applicant (for example partnership, company, unincorporated association etc)

Telephone number (if any)
E-mail address (optional)

Please tick yes

- I have made or enclosed payment of the fee

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.

Part 3 – Signatures (please read guidance note 1)

Signature of notifier or notifier’s solicitor or other duly authorised agent (See guidance note 2). If signing on behalf of the notifier please state in what capacity.

Signature

Date

Capacity

For joint notifiers signature of 2nd notifier 2nd notifier’s solicitor or other authorised agent (please read guidance note 3). If signing on behalf of the notifier please state in what capacity.

Signature

Date

Capacity

Contact name (where not previously given or where it differs from the notifier) and address for correspondence associated with this notification (please read guidance note 4)	
Post town	Post Code
Telephone number (if any)	
E-mail address (optional)	

Notes for Guidance

1. The form must be signed.
2. A notifier's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
3. Where there is more than one notifier, both notifiers or their respective agents must sign the form.
4. This is the address which we shall use to correspond with you about this notification and if a change is made to the register.

Acknowledgement by
[insert name of relevant licensing authority]

of receipt of this notification of an interest in the premises described in

the

notice by the person/persons identified in the notice dated this

day of

..... **20 []**.

Signed for and on behalf of the authority

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 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 Premises Licences can be viewed here: www.bedford.gov.uk/gdprprivacy