



**BEDFORD**  
BOROUGH COUNCIL

## **Licensing Act 2003**

# **Application Pack for the Review of a Premises Licence or a Club Premises Certificate**

Contact details for Bedford Borough Council's Licensing Service

Email: [licensing@bedford.gov.uk](mailto: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, Borough Hall, Cauldwell Street, Bedford MK42  
9AP

Email: [Licensing@bedford.gov.uk](mailto:Licensing@bedford.gov.uk)

### **Application for the review of a premises licence or club premises certificate under 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 .....  
(Insert name of applicant)

**apply for the review of a premises licence under section 51 / apply for the review of a club premises certificate under section 87 of the Licensing Act 2003 for the premises described in Part 1 below (delete as applicable)**

#### **Part 1 – Premises or club premises details**

<b>Postal address of premises or, if none, ordnance survey map reference or description</b>	
<b>Post town</b>	<b>Post code (if known)</b>
<b>Name of premises licence holder or club holding club premises certificate (if known)</b>	
<b>Number of premises licence or club premises certificate (if known)</b>	

**Part 2 - Applicant details**

I am

Please tick ✓ yes

- 1) an individual, body or business which is not a responsible authority (please read guidance note 1, and complete (A) or (B) below)
- 2) a responsible authority (please complete (C) below)
- 3) a member of the club to which this application relates (please complete (A) below)

**(A) DETAILS OF INDIVIDUAL APPLICANT** (fill in as applicable)

Please tick ✓ yes

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

**Surname**

**First names**

I am 18 years old or over

Please tick ✓ yes

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

**Post town**

**Post Code**

**Daytime contact telephone number**

**E-mail address (optional)**

**(B) DETAILS OF OTHER APPLICANT**

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

**(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT**

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

**This application to review relates to the following licensing objective(s)**

- Please tick one or more boxes ✓
- 1) the prevention of crime and disorder
  - 2) public safety
  - 3) the prevention of public nuisance
  - 4) the protection of children from harm

**Please state the ground(s) for review** (please read guidance note 2)

**Please provide as much information as possible to support the application** (please read guidance note 3)

Please tick ✓ yes

Have you made an application for review relating to the premises before

If yes please state the date of that application

Day Month Year

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**If you have made representations before relating to the premises please state what they were and when you made them**



Please tick ✓ yes

- I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate
- I understand that if I do not comply with the above requirements my application will be rejected

**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 4)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (please read guidance note 5). **If signing on behalf of the applicant please state in what capacity.**

Signature

.....

Date

.....

Capacity

.....

**Contact name (where not previously given) and postal address for correspondence associated with this application** (please read guidance note 6)

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<b>Post town</b>	<b>Post Code</b>
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<b>Telephone number (if any)</b>
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<b>If you would prefer us to correspond with you using an e-mail address your e-mail address (optional)</b>
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## Notes for Guidance

1. A responsible authority includes the local police, fire and rescue authority and other statutory bodies which exercise specific functions in the local area.
2. The ground(s) for review must be based on one of the licensing objectives.
3. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
4. The application form must be signed.
5. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
6. This is the address which we shall use to correspond with you about this application.

### 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](http://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/y7uccnd>. You can exercise your information rights by contacting the Council's Data Protection Officer at [dpo@bedford.gov.uk](mailto: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](http://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](http://www.bedford.gov.uk/gdprprivacy)

## Responsible Authorities to which an applicant is required to give notice of his / her application to:

If you are applying for a *new* or to *vary* a premise licence please send photocopies of the application to all Responsible Authorities.

In addition to the below addresses you should note that original applications with supporting documents should be submitted to the Licensing Authority, c/o Licensing Team, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

### 1. The Police:

Chief Officer of Police,  
c/o Community Safety/Licensing Officer  
Bedfordshire Police, Halsey Road, Kempston,  
Bedford, MK42 8AX

Tel: 01234 842068

Email: [LicensingBedford@bedfordshire.pnn.Police.uk](mailto:LicensingBedford@bedfordshire.pnn.Police.uk)

### 2. The Fire Authority:

Chief Fire Officer, Bedfordshire Fire & Rescue Service,  
Southfields Road, Kempston, Bedford MK42 7NR

Tel: 01234 245514

Email: [naofiresafetyadmin@bedsfire.gov.uk](mailto:naofiresafetyadmin@bedsfire.gov.uk)

### 3. The Enforcing Authority under section 18 of the Health & Safety at Work etc Act 1974:

Health & Safety at Work, Environmental Health & Trading Standards, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

Email: [EHAdmin@bedford.gov.uk](mailto:EHAdmin@bedford.gov.uk)

### 4. The Local Authority by which statutory functions are exercisable in relation to minimising or preventing the risk of pollution of the environment or of harm to human health:

Environmental Health & Trading Standards, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

Email: [EHAdmin@bedford.gov.uk](mailto:EHAdmin@bedford.gov.uk)

5. **The Local Planning Authority within the meaning of Town & Country Planning Act 1990:**

Planning Services, Bedford Borough Council, Borough Hall,  
Cauldwell Street, Bedford, MK42 9AP

Tel: 01234 221725

Email: [PL-Enforcement@bedford.gov.uk](mailto:PL-Enforcement@bedford.gov.uk)

6. **Children's Services Policy Officer for the purposes of section 13 of the Licensing Act:**

Children's Services, Bedford Borough Council, Borough Hall,  
Cauldwell Street, Bedford, MK42 9AP

Tel: 01234 276535

Email: [childrensservices@bedford.gov.uk](mailto:childrensservices@bedford.gov.uk)

7. **Weights and Measure Authority (within the meaning of section 69 of the Weights and Measures Act 1985(a))**

Environmental Health & Trading Standards, Bedford Borough  
Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

Email: [EHAdmin@bedford.gov.uk](mailto:EHAdmin@bedford.gov.uk)

8. **Public Health Department**

Borough Hall, Cauldwell Street, Bedford, MK42 9AP

Tel: 01234 276874

Email : [Publichealthenquiry@centralbedfordshire.gov.uk](mailto:Publichealthenquiry@centralbedfordshire.gov.uk)

**For premises run by a Council only:**

Health and Safety Executive, Southern Division, Woodlands,  
Manton Lane, Bedford MK41 7LW

Tel: 01234 220550

9. **Immigration Enforcement, acting on behalf of the Secretary of State**

Alcohol Licensing Team  
Lunar House, 40 Wellesley Road, Croydon, CR9 2BY  
Email: [IE.Alcoholenquiries@homeoffice.gov.uk](mailto:IE.Alcoholenquiries@homeoffice.gov.uk)