



**BEDFORD**  
BOROUGH COUNCIL

## **Licensing Act 2003**

# **Application Pack to Vary a Premises Licence**

Contact details for Bedford Borough Council's Licensing Service

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

The web address for licensing pages is:  
<https://www.bedford.gov.uk/licensing>





# BEDFORD BOROUGH COUNCIL

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

## Application to vary a Premises Licence under Licensing Act 2003

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### 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 should sign the form and return it to the Licensing Authority at the above address. This form can be signed, scanned and then emailed to [licensing@bedford.gov.uk](mailto:licensing@bedford.gov.uk), if you would prefer. Payment can be made by cheque payable to Bedford Borough Council or by debit/credit card using the 'On-Line Payment' link on the left. You may wish to keep a copy of the completed form for your records.

I/We .....  
(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

#### Premises Licence Number

#### Part 1 – Premises Details

<b>Postal address of premises or, if none, ordnance survey map reference or description</b>	
<b>Post Town</b>	<b>Postcode</b>

Telephone number at premises (if any)

Non-domestic rateable value of premises

£



#### Part 4 – Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

**Provision of regulated entertainment (Please see guidance note 3) Please tick all that apply**

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment  
(if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within  
(e), (f) or (g) (if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Supply of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**

<b>A Plays</b> Standard days and timings (Please read guidance note 8)			<b><u>Will the performance of a play take place indoors or outdoors or both – Please tick [ ]</u></b> (Please read guidance note 4).	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<b><u>Please give further details here</u></b> (Please read guidance note 5).		
Mon					
Tue			<b><u>State any seasonal variations for performing plays</u></b> (Please read guidance note 6)		
Wed					
Thur			<b><u>Non standard timings. Where the club intends to use the premises for the performance of a play at different times from those listed in the column on the left, please list</u></b> (Please read guidance note 7)		
Fri					
Sat					
Sun					

<b>B Films</b> Standard days and timings (Please read guidance note 8)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick [ ]</u></b> (Please read guidance note 4).	Indoors	
Day	Start	Finish		Outdoors	
Mon				Both	
			<b><u>Please give further details here</u></b> (Please read guidance note 5).		
Tue					
Wed			<b><u>State any seasonal variations for the exhibition of film</u></b> (Please read guidance note 6)		
Thur					
Fri			<b><u>Non standard timings. Where the club intends to use the premises for the exhibition of film at different times from those listed in the column on the left, please list</u></b> (Please read guidance note 7)		
Sat					
Sun					

<b>C Indoor sporting events</b> Standard days and timings (Please read guidance note 8)			<b><u>Please give further details here</u></b> (Please read guidance note 5).
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (Please read guidance note 6)
Wed			
Thur			
Fri			<b><u>Non-standard timings. Where the club intends to use the premises for indoor sporting events at different times from those listed in the column on the left, please list</u></b> (Please read guidance note 7)
Sat			
Sun			



<b>D Boxing or wrestling entertainments</b> Standard days and timings (Please read guidance note 8)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both</u></b> – please tick [ <input type="checkbox"/> ] (Please read guidance note 4).	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<b><u>Please give further details here</u></b> (Please read guidance note 5)		
Mon					
Tue			<b><u>State any seasonal variations for boxing and wrestling entertainment</u></b> (Please read guidance note 6)		
Wed					
Thur			<b><u>Non-standard timings. Where the club intends to use the premises for the boxing or wrestling entertainment at different times from those listed in the column on the left, please list</u></b> (Please read guidance note 7)		
Fri					
Sat					
Sun					

<b>E Live music</b> Standard days and timings (Please read guidance note 8)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick [ ]</u></b> (Please read guidance note 4).	Indoors	
Day	Start	Finish		Outdoors	
Mon			<b><u>Please give further details here</u></b> (Please read guidance note 5)		
Tue					
Wed			<b><u>State any seasonal variations for the performance of live music</u></b> (Please read guidance note 6)		
Thur					
Fri			<b><u>Non-standard timings. Where the club intends to use the premises for the performance of live music at different times from those listed in the column on the left, please list</u></b> (Please read guidance note 7)		
Sat					
Sun					

<b>F Recorded music</b> Standard days and timings (please read guidance note 8)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick [ ]</u></b> (Please read guidance note 4).	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon			<b><u>Please give further details here</u></b> (Please read guidance note 5)		
Tue					
Wed			<b><u>State any seasonal variations for playing recorded music</u></b> (Please read guidance note 6)		
Thur					
Fri			<b><u>Non-standard timings. Where the club intends to use the premises for the playing of recorded music at different times from those listed in the column on the left, please list</u></b> (Please read guidance note 7)		
Sat					
Sun					

<b>G Performances of dance</b> Standard days and timings (Please read guidance note 8)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick [ ]</u></b> (Please read guidance note 4).	Indoors	
				Outdoors	
				Both	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (Please read guidance note 5)		
Mon					
Tue			<b><u>State any seasonal variations for the performance of dance</u></b> (Please read guidance note 6)		
Wed					
Thur			<b><u>Non-standard timings. Where the club intends to use the premises for the performance of dance at different times from those listed in the column on the left, please list</u></b> (Please read guidance note 7)		
Fri					
Sat					
Sun					

<b>H Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (Please read guidance note 8)			<b>Please give a description of the type of entertainment that the club will be providing</b>		Indoors	
			<b>Will this entertainment take place indoors or outdoors or both – please tick <input type="checkbox"/></b> (Please read guidance note 4).		Outdoors	
					Both	
Day	Start	Finish	<b><u>Please give further details here</u></b> (Please read guidance note 5)			
Mon						
Tue						
Wed			<b><u>State any seasonal variations for entertainment</u></b> (Please read guidance note 6)			
Thur						
Fri						
Sat			<b><u>Non-standard timings. Where the club intends to use the premises for entertainment at different times from those listed in the column on the left, please list</u></b> (Please read guidance note 7)			
Sun						

<b>I Late night refreshment</b> Standard days and timings (please read guidance note 8)			<b><u>Will the provision of late night refreshment take place indoors or outdoors or both-(Please tick box)</u></b> <input type="checkbox"/> (please read guidance note 4)	Indoors	
				Outdoors	
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 5)		
Tue			State any seasonal variations for the provision of late night refreshment (please read guidance note 6)		
Wed			<b><u>Non-standard timings. Where the premises intends to use the premises for the provision of late night refreshment different times from those listed in the column on the left, please list</u></b> (please read guidance note 7)		
Thur					
Fri					
Sat					
Sun					

<b>J Supply of alcohol</b> Standard days and timings (please read guidance note 8)			<b><u>Will the supply of alcohol be for consumption</u></b> <b>(Please tick box <input type="checkbox"/>)</b> (please read guidance note 9)	On the premises	
				Off the premises	
				Both	
Day	Start	Finish	<b>State any seasonal variations</b> (please read guidance note 6)		
Mon					
Tue					
Wed					
Thur			<b><u>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times from those listed in the column on the left, please list</u></b> (please read guidance note 7)		
Fri					
Sat					
Sun					

**K**

<p><b>Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children</b> (please read guidance note 9)</p>
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L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance)			<b>State any seasonal variation (please read guidance note 6)</b>
Day	Start	Finish	
Mon			
Tue			
Wed			
Thurs			
Fri			
Sat			
Sun			<b>Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list.</b> (please read guidance note 7)

**Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.**

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

**If you have not ticked on of the above boxes, please fill in reasons for not including the licence or part of it below**

Reasons why I have not enclosed the premises licence or relevant part of the premises licence



**M**

Describe the steps you intend to take to promote the four licensing objectives:

**a) General – all four licensing objectives (b, c, d, e)** (please read guidance note 10)

**b) The prevention of crime and disorder**

**c) Public safety**

**d) The prevention of public nuisance**

**e) The protection of children from harm**

**Checklist**

- I have made or enclosed payment of the fee; or
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy
- I have sent copies of this application and the plan to responsible authorities and others where applicable (contact details are included within this application pack)
- I understand that I must now advertise my application
- I enclose the premises licence or relevant part of it or explanation
- 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 5 – Signatures** (please read guidance note 12)

**Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent** (see guidance note 13).

**If signing on behalf of the applicant please state in what capacity.**

<b>Signature</b>	
<b>Date</b>	
<b>Capacity</b>	

**Where the premises licence is jointly held, signature of 2<sup>nd</sup> applicant (the current premises licence holder) or 2<sup>nd</sup> applicant’s solicitor or other authorised agent.**  
(Please read guidance note 14)

**If signing on behalf of the applicant, please state in what capacity.**

<b>Signature</b>	
<b>Date</b>	
<b>Capacity</b>	

<b>Contact name (where not previously given) and address for correspondence associated with this application</b> (please read guidance note 15)	
<b>Post town</b>	<b>Post code</b>
<b>Telephone number (if any)</b>	
<b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b>	

### Notes for Guidance

**This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence you should make a new premises licence application under Section 17 of the Licensing Act 2003.**

1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable for the late night levy.
2. Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.
3. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08.00 and 23.00 on any day provided the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises: and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 0800 and 23.00 on any day provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day provided that the audience does not exceed 1000.  
Combined fighting sports-defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts- are

licensable as a boxing or wrestling entertainment rather than an indoor sporting event.

- Live music: no licence permission is required for:
- A performance of unamplified live music between 08.00 and 23.00 on any day, on any premises
- A performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises provided that the audience does not exceed 500.
- A performance of amplified music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises,
- A performance of amplified live music between 08.00 and 23.00 on any day in a church hall, village hall, community hall, or other similar community premises that is not licensed by a premises licence to sell alcohol provided that (a) the audience does not exceed 500 and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
- A performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organizer gets consent for the performance on the relevant premises from; (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded music: no licence permission is required for:
- Any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises provided that the audience does not exceed 500.
- Any playing of recorded music between 08.00 and 23.00 on any day in a church hall, village hall, community hall, or other similar community premises that is not licensed by a premises licence to sell alcohol provided that (a) the audience does not exceed 500 and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
- Any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority or (ii) a school or (iii) a hospital provided that (a) the audience does not exceed 500 and (b) the organiser gets consent for the performance on the relevant premises from (i) the local authority concerned or (ii) the school proprietor or (iii) the health care provider for the hospital.
- Dance: no licence is required for the performances between 08.00 and 23.00 on any day provided that the audience does not exceed 500. However a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
- any entertainment taking place on the premises of the local authority where the entertainment is provided for or on behalf of the local authority;
- any entertainment taking place on the hospital premises of the health

- care provider where the entertainment is provided by or on behalf of the healthcare provider;
- any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
4. Where taking place in a building or other structure please tick as appropriate.  
Indoors may include a tent.
  5. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or un-amplified.
  6. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  7. For example (but not exclusively), where you wish the activity to go on longer on a particular day i.e. Christmas Eve.
  8. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
  9. If you wish people to be able to consume alcohol on the premises please tick "on the premises", if you wish people to be able to purchase alcohol to consume away from the premises please tick "off the premises". If you wish people to be able to do both please tick both.
  10. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups, the presence of gaming machines.
  11. Please list here steps you will take to promote all four licensing objectives together.
  12. The application form must be signed.
  13. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
  14. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
  15. 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://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

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)

**FORM OF CERTIFICATE FOR APPLICATIONS MADE  
UNDER THE LICENSING ACT 2003 SECTIONS  
17,29,34,71 AND 84**

**When completed send to: Licensing Service, Borough Hall, Cauldwell  
Street, Bedford MK42 9AP**

<b>Premises known as:</b>	
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I/WE HEREBY CERTIFY that notice of the application was made / served as follows

<b>Notice of the application (see note 1 below) was served on:</b>	Chief Officer of Police, c/o Licensing Officer, Bedfordshire Police, Halsey Road, Bedford, MK42 8AX	Date served:
	Chief Fire Officer, Bedfordshire Fire & Rescue Service, Southfields Road, Kempston, Bedford, MK42 7NR	Date served:
	The Enforcing Authority under s18 of the Health & Safety at Work etc Act 1974:	Date served:
	Health & Safety at work, Environmental Health Unit, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP	Date served:
	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:	Date served:
	Environmental Health Unit, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP	Date served:
	Planning Services, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP	Date served:

	Children's Services, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP	Date served:
	Bedford Trading Standards, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP	Date served:
	Public Health Department, Borough Hall, Cauldwell Street, Bedford MK42 9AP	Date served:
	Immigration Enforcement, acting on behalf of the Secretary of State, Alcohol Licensing Team, Lunar House, 40 Wellesley Road, Croydon, CR9 2BY	Date served:
	<b>For premises run by a Council:</b> Health & Safety Executive, Southern Division, Woodlands, Manton Lane, Bedford MK41 7LW	Date served:

All applications for grant or variation of a premises licence, for a provisional statement, club premises certificate applicants are also required to place a site notice and publish notice of the application in a local newspaper. This must be done on at least one occasion during the period of ten working days starting on the day after the day on which the application was given to the Council.

<b><i>That a press notice (copy of notice must be attached) was published in the stated local newspaper circulating in the area in which the premises are situated on the day indicated:</i></b>	Name and Address of Local Newspaper:	Date of publication:
<b><i>A Site Notice in the prescribed form (see note 2 below) was displayed on or at the premises in a prominent position so that it could easily be read by passers by for 28 days:</i></b>	Date from:	Date to:

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signed \_\_\_\_\_  
by / for the Applicant

*Please indicate if signed on behalf of the Applicant, the name and address of the person signing.*

**Notes**



1. Notice of application must be served to the above listed Responsible Authorities for the purposes of section 13(4) and 69(4) of the Act. This applies to applications for a Premises Licence and Club Premises Certificate
2. Advertisement of applications –  
For a period not less than 28 consecutive days on the day after on which the application which given, display a notice which is –
  - a) of a size equal to or larger than A4
  - b) of a pale blue colour
  - c) printed legibly in black ink or typed in black in a font of a size equal to or larger than 16

## Guidance for submitting Plans with applications for a Premise Licence and Club Premise Certificate

The plan is to be drawn to the 'standard scale' of **1:100** unless a different acceptable scale is previously agreed in writing with us. It must include the following:

- (1)
  - (a) The extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises;
  - (b) The location of points of access to and egress from the premises;
  - (c) If different from sub-paragraph (1)(b), the location of escape routes from the premises;
  - (d) In a case where the premises is to be used for more than one licensable activity, the area within the premises used for each activity;
  - (e) Fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;
  - (f) In a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
  - (g) In a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
  - (h) In the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
  - (i) The location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment; and
  - (j) The location of a kitchen, if any, on the premises
- (2) The plan may include a legend through which the matters mentioned or referred to in paragraph (1) are sufficiently illustrated by the use of symbols on the plan

**Licensing Act 2003**

**PREMISES  
LICENCE**  
8537/11401 IN0177

**CLUB PREMISE  
CERTIFICATE**  
8537/11401 IN0178

**TEMPORARY EVENT  
NOTICE**  
8537/11401 IN0179

**Premises / Club Premises Certificate fees**

Rateable value bands	A	B	C	D	E
Main Application Fee	100	190	315	450	635
Main Annual Charge (payable one year after the grant of a licence)	70	180	295	320	350

Where premises are exclusively or primarily in the business of selling alcohol then the multiplier fees below apply for premises in bands D and E (mainly large town and city centre pubs)

Band	D (x 2)	E (x 3)
City / town centre pub application Fee	900	1905
City / town centre pub annual charge	640	1050

**Rateable Value Explained:**

Premises and club application and annual fees – each premise that is licensable is allocated to a fee band according to the rateable value as follows:

Rateable Value	Band
No rateable value to £4,300	A
£4,301 to £33,000	B
£33,001 to £87,000	C
£87,001 to £125,000	D
£125,001 and above	E

**Exceptionally Large Events**

Number in attendance at any one time	Additional fee
5,000 to 9,999	1,000
10,000 to 14,999	2,000
15,000 to 19,999	4,000
20,000 to 29,999	8,000
30,000 to 39,999	16,000
40,000 to 49,999	24,000

50,000 to 59,999	32,000
60,000 to 69,999	40,000
70,000 to 79,999	48,000
80,000 to 89,999	56,000
90,000 and over	64,000

**Personal Licences, Temporary Events and Other Fees:**

Application for a grant or renewal of personal licence <b>8537/11401 IN0176</b>	37.00
Temporary event notice <b>8537/11401 IN0179</b>	21.00
Theft, loss, etc. of premises licence <b>8537/11401 IN0177</b>	10.50
Certified copy of premises licence <b>8537/11401 IN0177</b>	10.50
Application for a provisional statement where premises being built, etc. <b>8537/11401 IN0177</b>	315.00
Notification of change of name or address (code as per licence type)	10.50
Application to vary licence to specify individual as premises supervisor <b>8537/11401 IN0177</b>	23.00
Application for transfer of premises licence <b>8537/11401 IN0177</b>	23.00
Interim authority notice following death etc. of licence holder <b>8537/11401 IN0177</b>	23.00
Theft, loss etc. of club premises certificate or summary <b>8537/11401 IN0178</b>	10.50
Notification of change of name or alteration of rules of club <b>8537/11401 IN0178</b>	10.50
Change of relevant registered address of club <b>8537/11401 IN0178</b>	10.50
Theft, loss etc. of temporary event notice <b>8537/11401 IN0179</b>	10.50
Theft, loss etc. of personal licence <b>8537/11401 IN0176</b>	10.50
Duty to notify change of name or address	10.50
Right of freeholder etc. to be notified of licensing matters <b>8537/11401 IN0177</b>	21.00
Minor Variation of Premise Licence <b>8537/11401 IN0177</b>	89.00
Minor Variation of Club Premise Licence <b>8537/11401 IN0178</b>	89.00

**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

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

Email: [FireSafetyAdmin@bedsfire.gov.uk](mailto:FireSafetyAdmin@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

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

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

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: [Alcohol@homeoffice.gov.uk](mailto:Alcohol@homeoffice.gov.uk)

**SUGGESTED FORM OF PUBLIC NOTICE**

For applications made under the Licensing Act 2003 sections 17, 29, 34, 71 and 84

All applications for grant or variation of a premises licence and club premises certificate and for a provisional statement, applicants are required to place a site notice and publish notice of the application in a local newspaper.

TAKE NOTE that an application for:

Has been made to Bedford Borough Council by

In respect of premises known as (state name and address of premises):

In the case of applications for a Premises Licence and Club Premises Certificate provide a statement of the relevant licensable activities or qualifying club activities which are proposed to be carried on or from the premises:

In the case of variations for a Premises Licence or a Club Premises Certificate describe briefly the proposed variation:

**REPRESENTATIONS**

ANY PERSON wishing to make any representation to the application should write to the Licensing Authority, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP specifying the grounds for making representations.

Interested parties or responsible authorities may make written representations these should be sent to the Licensing Authority within 28 days starting on the day after the day on which the application was given to the council

Date of application submitted to the Council:

Signed by applicant or by agent on behalf of applicant:

Date of site notice placed

Expiry date of site notice

Applications can be viewed during office hours at the Council or via the council's website on <https://www.bedford.gov.uk/licensing>

- Note:
- (1) Notice must be published in a local newspaper
  - (2) The date of notice must be published on at least one occasion during a period of 10 working days starting on the day after the day on which the application is submitted to the Council.
  - (3) a) The notice must be of a size equal or larger than A4
  - b) Of a pale blue colour
  - c) Printed legibly in black or typed in black font of a size equal to or larger than 16
  - (4) It is an offence to knowingly or recklessly make a false statement in connection with the above application. The maximum fine is liable on summary conviction