



**BEDFORD**  
BOROUGH COUNCIL

## **Licensing Act 2003**

# **Application Pack for an Interim Authority** **Notice**

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

## Interim authority notice under the 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 may wish to keep a copy of the completed form for your records.

I/We

.....  
*(Insert name of applicant)*

give this interim authority notice under section 47 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number (if known)
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#### Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description
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Post town		Post code	
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Telephone number (if any)	
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E-mail address (optional)	
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**Part 2 – Notice giver details**

In what capacity are you giving the interim authority notice?  
See section 47 of licensing Act 2003

Please tick yes

- a) I am an individual with a legal interest in the premises as freeholder or leaseholder  please complete section (A)
- b) I am a person other than an individual with a legal interest in the premises as freeholder or leaseholder
  - i. as a limited company/limited liability partnership  please complete section (B)
  - ii. as a partnership (other than limited liability)  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)
  - iv. other (for example a statutory corporation)  please complete section (B)
- c) I am a personal representative for the former premises licence holder who has died  please complete section (B)
- d) I have power of attorney which is registered for the former premises licence holder who has become mentally incapable  please complete section (B)
- e) I am the insolvency practitioner for the former premises licence holder who is insolvent  please complete section (B)
- f) I am applying as the former premises licence holder is no longer entitled to work in the UK.  please complete section (B)

**Date of lapsing of licence**

On what date (as applicable)

Day Month Year

- did the former premises licence holder die? 

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- was the power of attorney registered under section 6 of the Enduring Powers of Attorney Act 1985? 

--	--	--	--	--	--	--	--
- did the former holder become insolvent? 

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- did the former holder’s immigration status expire? 

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**(A) DETAILS OF INDIVIDUAL NOTICE GIVERS** (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b> over		I am 18 years old or		<input type="checkbox"/>	Please tick yes if you are
<b>Nationality</b>					
<b>Current residential address if different from premises address</b>					
<b>Post Town</b>				<b>Postcode</b>	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 2 for information)					

**DETAILS OF SECOND INDIVIDUAL NOTICE GIVER (IF APPLICABLE)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b> over					
		I am 18 years old or		<input type="checkbox"/>	Please tick yes if you are
<b>Nationality</b>					
<b>Current residential address if different from premises address</b>					
<b>Post Town</b>				<b>Postcode</b>	

<b>Daytime contact telephone number</b>	
<b>E-mail address (optional)</b>	
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 2 for information)	

**(B) NON-INDIVIDUAL NOTICE GIVER**

**Please provide name and registered address of applicant 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)

**PART 3**

Yes (please tick)

Has an interim authority notice previously been given relating to this premises and the former premises licence holder?

If not when do you want the variation to take effect from

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Has there been an application to transfer the premises licence under section 50 of the Licensing Act 2003?

**Please tick yes**

- I have made or enclosed payment of the fee
- I have sent a copy of this form to the chief officer of police for the area in which the premises is situated
- I have sent a copy of this form to Home Office Immigration Enforcement
- I have notified the designated premises supervisor (if different from the premises licence holder), if any
- I confirm that I am entitled to work in the United Kingdom (see guidance note 2)
- I understand that if I do not comply with the above requirements my application will be rejected

**THIS NOTICE WILL LAPSE AT THE END OF THE 28 PERIOD AFTER THE LAPSING OF THE PREMISES LICENCE UNLESS A COPY OF THE NOTICE HAS BEEN GIVEN TO THE CHIEF OFFICER OF POLICE FOR THE POLICE AREA OR EACH POLICE AREA IN WHICH THE PREMISES IS SITUATED; AND A COPY HAS BEEN SENT TO HOME OFFICE IMMIGRATION ENFORCMENT.**

**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.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND, PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

**Part 4 – Signatures** (please read guidance note1)

**Signature of notice giver or notice giver’s solicitor or other duly authorised agent** (please read guidance note 3). **If signing on behalf of the notice giver please state in what capacity.**

Signature	
Date	
Capacity	

**For joint notices signature of 2<sup>nd</sup> notice giver or 2<sup>nd</sup> notice giver’s solicitor or other authorised agent** (please read guidance note 4). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this notice **(please read guidance note 5)**

<b>Post town</b>		<b>Post code</b>	
<b>Telephone number (if any)</b>			
If you would prefer us to correspond with you by e-mail your e-mail address (optional)			



## Notes for Guidance

1. The notice must be signed.
2. **Right to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership which is not a limited liability partnership who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued on or after 6 April 2017 will lapse if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

3. A notice giver's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
4. Where there is more than one notice giver, both notice givers or their respective agents must sign the application form.
5. 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)

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

**In addition to the below addresses you should note that original applications with supporting documents should be submitted to the Licensing Authority, 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. 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)