



**BEDFORD**  
BOROUGH COUNCIL

## **Licensing Act 2003**

### **Application Pack for 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 information is:

<https://www.bedford.gov.uk/licensing>

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 Borough Hall, Cauldwell Street, Bedford, MK42 9AP. This form can be signed, scanned and then emailed to [licensing@bedford.gov.uk](mailto:licensing@bedford.gov.uk) if you would prefer.

A copy of the application must also be served on all of the Responsible Authorities (RA) by the applicant. Details of addresses are found at the end of the pack. It is preferred that applications are served by e-mail with the RA copied in.

Payment can be made by cheque payable to Bedford Borough Council or by debit/credit card via our website at <https://www.bedford.gov.uk/licensing/other-licensing-information/online-licensing-payment>

You may wish to keep a copy of the completed form for your records.

**\*\* THIS PAGE IS INTENTIONALLY BLANK \*\***



# **Bedford Borough Council**

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

## **APPLICATION FOR THE GRANT OF A NEW PREMISES LICENCE UNDER S17 LICENSING ACT 2003**

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 applicant)*

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003**

### **Part 1 – Premises details**

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

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£

## Part 2 - Applicant details

Please state whether you are applying for a premises licence as  
**as appropriate**

**Please tick**

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*  please complete section (B)
- 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) a recognised club  please complete section (B)
- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a statutory function or

a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (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>		I am 18 years old or over <input type="checkbox"/>		Please tick yes	
<b>Nationality</b>					
Current residential address if different from premises address					
Post town				Postcode	
<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 15 for information)					

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Mis <input type="checkbox"/>	M <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
<b>Date of birth</b> or over			I am 18 years old <input type="checkbox"/> Please tick yes		
<b>Nationality</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 15 for information)					
Current residential address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(B) OTHER APPLICANTS**

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 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please give a general description of the premises (please read guidance note 1)
---

If 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend.

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2) 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**



**A**

<b>Plays</b> Standard days and timings (please read guidance note 7)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 4)	Both	<input type="checkbox"/>
Tue					
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 5)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat					
Sun					

**B**

<b>Films</b> Standard days and timings (please read guidance note 7)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Wed			
Thur			<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 7)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 5)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Fri					
Sat					
Sun					

**E**

<b>Live music</b> Standard days and timings (please read guidance note 7)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

**F**

Recorded music Standard days and timings (please read guidance note 7)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 5)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sat					
Sun					

**G**

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 4)		
Tue			<b>State any seasonal variations for the performance of dance</b> (please read guidance note 5)		
Wed					
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		
Sat					
Sun					

**H**

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 5)		
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Sun					



I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 7)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 4)		
Mon					
Tue					
Wed					
			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur			<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 6)		
Fri					
Sat					
Sun					

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)		

**State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):**

<b>Name</b>	
<b>Date of birth</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Personal licence number (if known)</b>	
<b>Issuing licensing authority (if known)</b>	

**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 (please read guidance note 9).</b></p>
---

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b><u>State any seasonal variations</u></b> (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			
Sun			
			<b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 6)

**M**

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

**a) General – all four licensing objectives (b, c, d and 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:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).

**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 note 11)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).</li> <li>• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul>
Signature	
Date	
Capacity	

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent** (please read guidance note 13). **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 14)			
Post town		Postcode	
Telephone number (if any)			

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)

### Notes for Guidance

1. 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.
2. 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 that 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 that 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 08.00 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 live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
    - 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 organiser 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 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 by 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 health care 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.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  4. 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 unamplified.
  5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

7. 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.
8. 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'.
9. 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 or the presence of gaming machines.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

#### **15. Right to work/immigration status**

A licence may not be held by an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK 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 in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

All 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 on the government website <https://www.gov.uk/government/publications/right-to-work-checks-employers-guide> (these copies 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 on the government website 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 on the government website, as above.

**Original right to work documentation 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

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.

## **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:

- Home Office (Right to work)
- 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 Licence Applications can be found here: [www.bedford.gov.uk/gdprprivacy](http://www.bedford.gov.uk/gdprprivacy)



# **Bedford Borough Council**

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

**Consent of individual to being specified as premises supervisor**

---

I .....

*(full name of prospective premises supervisor)*

**of**

.....

*(home address of prospective premises supervisor)*

**Hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for**

.....

*(type of application)*

**by**

.....

*(name of applicant)*

**relating to a premises licence**

.....

*(number of existing licence if any)*

**for**

.....

*( name and address of premises to which the application relates)*

**and any premises licence to be granted or varied in respect of this application made by**

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

**concerning the supply of alcohol at**

.....  
*(name and address of premises to which the application relates)*

**I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.**

**Personal licence number**

.....  
*(insert personal licence number, if any)*

**Personal licence issuing authority**

.....  
*(insert name, address and telephone number of personal licence issuing authority if any)*

**Signed**.....

**Name: (please print)**.....

**Date:**  
.....

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

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

<b>Premises known as:</b>	
---------------------------	--

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:

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. As well as the name, address of the premises and scale the plan 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

## 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

## 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 Team, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP on [licensing@bedford.gov.uk](mailto:licensing@bedford.gov.uk)

**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 & Tradnig 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: [csdutybusinesssupport@bedford.gov.uk](mailto:csdutybusinesssupport@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 or by e-mail to [licensing@bedford.gov.uk](mailto:licensing@bedford.gov.uk) 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) The Notice must be published in a local newspaper.  
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
  - (2) The Notice must be displayed at the premises for the full 28 day consultation period. The 28 days start the day after submission of a correctly completed application served on the Licensing Authority and the Notice must be placed where it can be easily seen and read by members of the public.
  - (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. (this wording must be included on the newspaper Notice)