



BEDFORD BOROUGH COUNCIL

Photograph Declaration for a Sexual Entertainment Venue Licence Application

Bedford Borough Council Licensing Policy requires that you submit two photographs with your Sex Establishment Licence application, one of which must be endorsed on the reverse with a statement verifying the likeness of the photograph to you by 'a person of a specified description'. Those who are identified as a 'person of a specified description' are:

- a) Solicitor
- b) Notary
- c) A person of standing in the community (Bank or Building Society official, a Police Officer, a Civil Servant or a Minister of Religion)
- d) An individual with a professional qualification

We would suggest that the text which is written by the individual who endorses one of your photographs is as follows:

'I certify that this is a true likeness of Mr, Mrs, Miss, Ms' or other (full name), followed by their signature, full name and details of their 'specified description' eg 'Solicitor'.

In order for the Licensing Authority to be satisfied that the person who endorses your photograph meets with these statutory requirements, and to deter fraudulent applications, it is necessary for the attached declaration statements to be completed.

Data Protection

Personal information provided in an application form and during the period of any subsequent Licence is normally held for a period of five years from the expiry of the last consecutive Licence held. It will be used primarily for the purpose of the licensing function concerned although it may also be used for data matching purposes across various licensing functions. Certain personal data will be available on the licensing pages of the Council's internet. Personal information held for licensing purposes will be held and used in accordance with the requirements of the Data Protection Act 1998.

To assist the Council in the prevention and detection of fraud so that it can protect the public funds it administers, the Council may use information provided for licensing purposes within this Authority for data matching purposes. It may also data match information provided for licensing purposes with other public bodies that regulate, administer or are in receipt of public funds for the purposes of the prevention and detection of fraud.

Freedom of Information

Information held by the Council may need to be disclosed in response to a request for it within the terms of the Freedom of Information Act 2005. This information excludes that which is in any other way already in the public domain.

Please return the form to:

Licensing
Democratic & Registration Services
Bedford Borough Council
3rd Floor Borough Hall
Bedford
MK42 9AP



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Statement by Endorser	
Title: Mr/Mrs/Miss/Ms or Other (please specify):	
Surname:	
Forename(s):	
Occupation and/or Professional Qualification:	
Business Address (if applicable):	
Home Address:	
Daytime Telephone:	
Mobile:	
Email:	
Name (please print):	
Signature:	
Date:	
Statement by Applicant	
I confirm that the person named above certified a photograph in support of my application for a Sex Establishment Licence.	
Name (please print):	
Signature:	
Date:	