



Bedford Borough Council

Licensing, Democratic & Registration Services, Borough Hall,
Bedford MK42 9AP

Notification of change in name and/or address of Premises Licence Holder or address of Designated Premises Supervisor under section 33 of Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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 in written black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

Part 1 – Notification

I _____
(Insert full name)

give notice of the change in my name /address/DPS address as shown on my Premises Licence as required by section 33 of the Licensing Act 2003.

Part 2- Premises Licence details

Name of premises	
Postal address of premises or, if none, ordanance survey map reference or description	
Post town	Postcode
Telephone number at premises (if any)	
Premises licence number	

Part 3- Change to PLH / DPS (delete as appropriate)

New Name	
New Address	
Post town	Postcode

Part 4 – Checklist

Please tick yes

- I have made or enclosed payment of the fee (£10.50). Cheques made payable to Bedford Borough Council.
- I have included both parts of the Premises Licence, the appropriate part or a statement giving the reasons why these have not been enclosed.

If you have not enclosed the Premises Licence referred to above, please explain why in the box below

Reasons why I have failed to enclose the premises licence
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IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE [£5000], UNDER SECTION 33(6) OF THE LICENSING ACT 2003 TO FAIL TO COMPLY WITH THIS SECTION

Part 5– Signatures

Signature of applicant or applicant’s solicitor or other duly authorised agent. If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

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 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 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. Further contact details are available upon request. The full Privacy Statement for Premises Licences can be viewed here:

www.bedford.gov.uk/gdprprivacy