



# BEDFORD BOROUGH COUNCIL

To: Licensing Service  
Bedford Borough Council  
Borough Hall  
Cauldwell Street  
Bedford MK42 9AP

## NOTICE OF APPLICATION FOR A PREMISES LICENCE (Form A)

This notice is issued in accordance with regulations made under section 160 of the Gambling Act 2005

Notice is hereby given that:

*[Give the full name of the applicant as set out in Part 2 of the application for a premises licence]*

of the following address:

Postcode:

*[Give the full address of the applicant as set out in Part 2 of the application for a premises licence]*

the number of whose operating licence is

who applied for an operating licence on

*[Delete as appropriate. Insert the reference number of the applicant's operating licence (as set out in the operating licence). Where an application for an operating licence is in the process of being made, indicate the date on which the application was made.]*

has made an application for a premises licence.

*[Insert here the kind of premises licence being applied for]*

The application relates to the following premises:

*[Give the trading name to be used at the premises, and the address of the premises (or, if none, give a description of the premises and their location).]*

The application for a premises licence has been made to the following licensing authority:

Postcode:

Website:

*[Insert name of the licensing authority and the address of its principal office, followed by the address of its website]*

Information about the application is available from the licensing authority, including the arrangements for viewing the details of the application.

The following person connected with the applicant is able to give further information about the application:

*[This entry is optional and is to be included if the applicant wishes to provide the name, telephone number and (if available) e-mail address of a person connected with the applicant who is able to answer questions and provide further information about the application.]*

**Any representations under section 161 of the Gambling Act 2005 must be made no later than the following date:**

*[Please insert last day on which representations may be made in relation to the application. The period for making representations is 28 days (inclusive) starting with the day on which the application for the premises licence was made to the licensing authority.]*

## **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
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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://tinyurl.com/y7uccndm>. 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.