



Bedford Borough Council

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

Make an annual payment for a Premises Licence

I/we _____ (Insert name(s) of applicant)
am/are the premises licence holder.

Premises Certificate number

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference, or description	
Post town	Post code

Telephone number at premises (if any)

Part 2 – Payee details

Please tick yes

I am / we are the premises licence holder(s)

Daytime contact telephone number

E-mail address (optional)	<input type="text"/>
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Current postal address if different from club premises address

Post Town

Postcode

I (insert full name) _____ make this payment	
Fee required	£ _____
Signature	<input type="text"/>
Date	<input type="text"/>
Capacity	<input type="text"/>

Please make cheques payable to: **Bedford Borough Council**

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://tinyurl.com/y7uccndm>. You can exercise your information rights by contacting the Council's Data Protection Officer (Keith Simmons) 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 and Club Premises Certificates can be viewed here: www.bedford.gov.uk/gdprprivacy