



## **Licensing Act 2003**

### **Notification of an Interest in premises under Section 178**

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#### **PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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.

Once completed, send your application to:-

- The Licensing Team, Environmental Health & Housing, Borough Council of King's Lynn & West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
- 

**I/We** ..... hereby gives/give notice of my/our  
*(insert name(s) of notifier)*

Interest in the premises identified below for the purposes of Section 178 of the Licensing Act 2003.

#### **Part 1 – Premises details**

**Name, postal address of premises or, if none, ordnance survey map reference or description:**

|  |  |
|--|--|
|  |  |
|--|--|

Post town

Postcode

**Name of applicant for, or holder of, premises licence or club applying for, or holding, club premises certificate (if known):**

|  |
|--|
|  |
|--|

**Premises licence / Club premises certificate number (if known):**

|  |
|--|
|  |
|--|

## Part 2 - Details of my/our interest in the premises

I/we

Please tick

- a) have a legal interest in the premises as freeholder or leaseholder
- b) Am/are the legal mortgagee in respect of the premises (within the meaning of the Law Property Act 1925)
- c) Am/are in occupation of the premises

I/we are

Please tick

- a) an individual(s)  Please complete section (A)
- b) a company  Please complete section (B)
- c) a partnership  Please complete section (B)
- d) an unincorporated association  Please complete section (B)
- e) other (for example, a statutory corporation)  Please complete section (B)

### (A) Details of Individual

Mr  Mrs  Miss  Ms  Other title   
(e.g. Rev)

Surname

First names

|  |  |
|--|--|
| <b>Current postal address<br/>If different from<br/>premises address</b> |  |
|--|--|

|                   |  |                   |  |
|-------------------|--|-------------------|--|
| <b>Post Town:</b> |  | <b>Post Code:</b> |  |
|-------------------|--|-------------------|--|

|                                  |  |
|----------------------------------|--|
| <b>Daytime telephone number:</b> |  |
|----------------------------------|--|

|                                      |  |
|--------------------------------------|--|
| <b>Email address<br/>(optional):</b> |  |
|--------------------------------------|--|

**Details of Second Individual** (if applicable)

Mr  Mrs  Miss  Ms  Other title   
(e.g. Rev)

**Surname**

**First names**

|  |  |
|--|--|
| <b>Current postal address<br/>If different from<br/>premises address</b> |  |
|--|--|

|                   |  |                   |  |
|-------------------|--|-------------------|--|
| <b>Post Town:</b> |  | <b>Post Code:</b> |  |
|-------------------|--|-------------------|--|

|                                  |  |
|----------------------------------|--|
| <b>Daytime telephone number:</b> |  |
|----------------------------------|--|

|                                      |  |
|--------------------------------------|--|
| <b>Email address<br/>(optional):</b> |  |
|--------------------------------------|--|

**(B) Details of Non-Individual**

Please provide name and registered address of notifier 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.

|   |
|---|
| <b>Name:</b>  |
| <b>Address:</b>   |
| <b>Registered number (where applicable)</b>   |
| <b>Description of applicant (e.g. partnership, company, unincorporated association etc)</b> |
| <b>Telephone number, if any</b>   |
| <b>E-mail address (optional)</b>  |

**It is an offence, liable to conviction to a fine up to level 5 on the standard scale (£5,000) under section 158 of the Licensing Act 2003 to make a false statement in or in connection with this action.**

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the licensing services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Licensing Act 2003 as amended.

Your data may be shared between Council departments and other agencies where there is lawful authority to do so.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system.

Your personal information will be kept for as long as you require a licence and for a period after the service is terminated. You can find more information about our retention policy on the [privacy notice](https://www.west-norfolk.gov.uk/privacy) page which can be found at the following link <https://www.west-norfolk.gov.uk/privacy>. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You may see copies of the data held about you and ask for it to be corrected or deleted.

You can find more information about Data Protection and the Council's Data Protection Officer, on our [Data Protection](https://www.west-norfolk.gov.uk/dataprotection) page which can be found at the following link <https://www.west-norfolk.gov.uk/dataprotection>

If you are unhappy with the way your personal information is being handled you can contact the [Independent Information Commissioner, website: https://ico.org.uk/](https://ico.org.uk/).

### **Part 3 - Signatures (please read guidance note 1)**

**Signature of notifier or notifier's solicitor or other duly authorised agent (see guidance note 2). If signing on behalf of the applicant please state in what capacity.**

**Signature .....** **Date .....**

**Capacity .....**

**For joint applications signature of 2<sup>nd</sup> notifier or 2<sup>nd</sup> notifier's solicitor or other authorised agent (please read guidance note 3). 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 5).

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. The form must be signed.
2. Fee of £21.00 is payable.
3. A notifier's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
4. Where there is more than one notifier, both notifiers or their respective agents must sign the form
5. This is the address which we shall use to correspond with you about this notification and if a change is made to the register.
6. This form will be valid for 12 months from the date of application.

**Acknowledgement by the Borough Council of King's Lynn & West Norfolk of receipt of this notification of an interest in the premises described in the notice dated this \_\_\_\_\_ [day] of \_\_\_\_\_ 2009.**

**Signed for on behalf of the authority:** \_\_\_\_\_