

## Licensing Act 2003

### Consent of Individual to being Specified as Designated Premises Supervisor (DPS)

Once completed, this form should accompany the appropriate application to:

- **Original** Environmental Health - Licensing, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, PE30 1EX
- **Copy** Norfolk Constabulary Licensing, Bethel Street Police Station, Bethel Street, Norwich, NR2 1NN

Mr  Mrs  Miss  Ms  Other title .....

Surname:

First name(s):



**Current postal address**  
 If different from premises  
 address:

**Post Town:**

**Post Code:**

**I hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for:**

<b>Type of application</b> (e.g. New premises licence, variation of DPS):	
<b>Name of Applicant</b> (i.e. person applying for new licence, vary DPS):	
<b>Name of Premises:</b>	
<b>Address of Premises:</b>	
<b>Premises Licence Number:</b>	

**I also confirm that I am entitled to work in the United Kingdom and am applying for / intend to apply for / currently hold\* a personal licence, details of which I set out below.**

<b>Personal Licence Number:</b>	
<b>Personal Licence Issuing Authority:</b>	

**Signed:** .....

**Full Name:** .....

**Date:** .....

*\*Please delete as appropriate*

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.

Your data will be used for this specific purpose and may be passed to such third parties, including Council departments and other agencies where there is lawful authority to do so, including for the purposes of preventing or detecting fraud or other crimes.

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](#) 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 have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our [Data Protection](#) 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/](#).