



Gambling Act 2005

Notice of Application to Vary a Premises Licence

Once completed, send your Notice to the following:-

- **The Licensing Team**, Environmental Health & Housing , Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX.
 - The Gambling Commission, Victoria Square House, Victoria Square, Birmingham, B2 4BP
 - **Norfolk Constabulary Licensing Team**, Bethel Street Police Station, Bethel Street, Norwich, Norfolk, NR2 1NN.
 - **Norfolk Fire Service** – Western Area, Kilhams Way, King's Lynn, Norfolk, PE30 2HY
 - **Development Services**, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX.
 - **Environmental Health & Housing** , Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX.
 - **Norfolk Local Safeguarding Children Board**, Room 60, Lower Ground, County Hall, Martineau Lane, Norwich, Norfolk NR1 2DH
 - **Her Majesty's Revenues & Customs**, National Registration Unit, Portcullis House, 21 India House, Glasgow, G2 4PZ
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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 applied for the variation to them of a premises licence of the following type:

[Specify the type of premises licence to which the application relates]

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).]

Details of the variation sought:

.....
.....
.....

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

Borough Council of King's Lynn & West Norfolk

King's Court

Chapel Street

King's Lynn

Norfolk

Postcode: **PE30 1EX**

Website: www.west-norfolk.gov.uk

The current licence holder(s) is / are: _____

[Give the full name of the licence holder(s) as set out in the premises licence (if known). Where the applicant is the licence holder, it is sufficient to state "the applicant"].

(NB Reinstatement applications only – delete as appropriate)

The lapsed premises licence was held by: _____

[Give the full name of the licence holder(s) as set out in the premises licence (if known).]

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.]

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 Gambling Act

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](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 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](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/).