

Interim authority notice under the Licensing Act 2003

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.

I/We

(Insert name of applicant)

give this interim authority notice under section 47 of the Licensing Act 2003 for the premises described in Part 1 below

Premise Licence Number (If known)	
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Part 1 – Premise Details			
Postal address of premises or, if none, ordnance survey map reference or description			
Post Town		Postcode	
Telephone number at premises (if any)			

Part 2 – Notice Giver Details
In what capacity are you giving the interim authority notice? See section 47 of licensing Act 2003 Please tick as appropriate

a)	I am an individual with a legal interest in the premises as freeholder or leaseholder	<input type="checkbox"/>	please complete section (A)
b)	I am a person other than an individual with a legal interest in the premises as freeholder or leaseholder		
	i. as a limited company/limited liability partnership	<input type="checkbox"/>	please complete section (B)
	ii. as a partnership (other than limited liability)	<input type="checkbox"/>	please complete section (B)
	iii. as an unincorporated association or .	<input type="checkbox"/>	please complete section (B)
	iv. other (for example a statutory corporation)	<input type="checkbox"/>	please complete section (B)
c)	I am a personal representative for the former premises licence holder who has died	<input type="checkbox"/>	please complete section (B)
d)	I have power of attorney which is registered for the former premises licence holder who has become mentally incapable	<input type="checkbox"/>	please complete section (B)
e)	I am the insolvency practitioner for the former premises licence holder who is	<input type="checkbox"/>	please complete section (B)
f)	insolvent		

(A) Details of Individual Notice Givers (fill in as applicable)			
TITLE Please tick			
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)			
Surname		Forenames	
I am over 18 years old or over			Please tick YES <input type="checkbox"/>
Current residential address if different from premise address			
Post Town		Postcode	
Daytime contact telephone number			
Email address (optional)			

(A) Details of Second Individual Notice Givers (if applicable)				
TITLE Please tick				
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)				
Surname		Forenames		
I am over 18 years old or over			Please tick YES <input type="checkbox"/>	
Current residential address if different from premise address				
Post Town		Postcode		
Daytime contact telephone number				
Email address (optional)				

(B) Non-Individual Notice Giver	
Please provide name and registered address of applicant 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.	
Name	
Address	
Registered Number (where applicable)	
Description of applicant (for example partnership, company, unincorporated association etc..)	
Telephone Number (if any)	
Email address (optional)	

Part 3	Please tick yes								
Has the interim authority notice previously been given relating to this premise and the former premise licence holder?									
If not when would you like the variation to take effect from?	DD MM YYYY <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								
Has there been an application to transfer the premise licence under Section 50 of the Licensing Act 2003?									

Checklist – Please tick to indicate agreement	
I have made or enclosed payment of the fee	
I have sent a copy of this form to the chief officer of police for the area in which the premises is situated	
I have notified the designated premises supervisor (if different from the premises licence holder), if any	
I understand if I do not comply with the above requirements my application will be rejected	

THIS NOTICE WILL LAPSE AT THE END OF THE 28 PERIOD AFTER THE LAPSING OF THE PREMISES LICENCE UNLESS A COPY OF THE NOTICE HAS BEEN GIVEN TO THE CHIEF OFFICER OF POLICE FOR THE POLICE AREA OR EACH POLICE AREA IN WHICH THE PREMISES IS SITUATED.

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Part 4 – Signatures (please read guidance note 2)	
Signature of applicant or applicant’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 2nd applicant or 2nd applicant’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 4)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail address, your email address (optional)			

How we will use your information

The purpose for collecting your personal details on this form is to allow Bassetlaw District Council to process your application for the licence you are applying for. This could include collection of irrelevant details of criminal records. Once the form has been completed the Licensing department will store the details securely and confidentially. Access to the information you provide will be on a strictly need to know basis and the information will be retained for the period that you are licensed by Bassetlaw District Council and up to 6 years after that time, before being securely disposed of / deleted from our systems.

The information may be shared with other council departments or external partners/agencies when the law allows.

The council will need to share information with the Audit Commission in order to protect public funds and prevent/detect fraud.

All information sharing will be conducted securely in line with the council's policies.

Notes for Guidance

1. The notice must be signed
2. A notice givers agent (for example a solicitor) may sign the form on their behalf provided they have authority to do so
3. Where there more than one notice giver, both notice giver, or their respective agents must sign the form
4. This is the address which we shall use to correspond with you about this application

Right to work/ immigration status

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways:

- 1) by providing with this application copies or scanned copies of the documents which an applicant may provide to demonstrate entitlement to work in the UK (which do not need to be certified) that are published on GOV.UK and in the guidance issued under Section 182 of the Licensing Act 2003

or

- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will

need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of the documents as set out above.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.