

# East Lindsey District Council – Licensing Authority



Licensing Act 2003  
(Section 178) – Notification  
of Interest in Premises

## Please read the following instructions before completing your notification form.

1. If you are completing the form by hand please write legibly in BLOCK CAPITALS and write in BLACK INK. In all cases ensure that your answers are inside the boxes. Use additional sheets as necessary.
2. Incomplete or inadequate notifications will be rejected and will be required to be resubmitted to the Licensing Authority.
3. The completed notification must be returned to: The Licensing Team, East Lindsey District Council, Tedder Hall, Manby Park, LOUTH, Lincolnshire, LN11 8UP
4. The properly completed notification must be submitted to the Team in duplicate together with the relevant fee of £21.00 (cheques should be made payable to East Lindsey District Council)\*.

Please note that we no longer accept cash for the payment of licence application fees.

The Licensing Team is able to provide facilities for licence payments by credit and debit cards. Further information on payment by credit or debit card is available by contacting the Licensing Team direct.

5. Any person with a legal interest in a property may give notice to the Licensing Authority of their interest. This will enable them to be kept informed of any licensing applications in respect of that property. A legal interest is defined as:
  - the freeholder or leaseholder of the premises;
  - a legal mortgagee in respect of the premises; or
  - a person in occupation of the premises.

There is no legal requirement for persons with these property interests to give notice to the Licensing Authority - it is entirely at their discretion as to whether to make use of this provision.

6. Once received, the Authority will record your interest in the premises, endorse the notice and return it to you. You will then be formally notified of any subsequent applications relating to licences under the Licensing Act 2003, in respect of the premises indicated. This may include new applications, variations of existing licences, transfers, reviews, or notification if the licence lapses or is surrendered. The notice of interest is valid for 12 months from the date of receipt. After this time, if you still wish to be kept informed of any applications or changes made for licences in respect of the premises, you may submit a new notice.
7. Please contact the Licensing Team if you require any further information or guidance:
  - The Licensing Team, East Lindsey District Council, Tedder Hall, Manby Park, LOUTH, Lincolnshire, LN11 8UP Tel: (01507) 601111 Email: [licensing@e-lindsey.gov.uk](mailto:licensing@e-lindsey.gov.uk)



## EAST LINDSEY DISTRICT COUNCIL

### Notification of an interest in premises under section 178 of 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(s) of notifier)*

hereby give/gives notice of my/our interest in the premises identified below for the purposes of section 178 of the Licensing Act 2003

#### Part 1 – Premises details

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

Post town

Post code

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 of Property Act 1925)
- c) am/are in occupation of the premises

I /we are

- 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**

**Please tick**

Mr  Mrs  Miss  Ms  Other title   
(for example, Rev)

**Surname**

**First names**

**Current postal address if different from premises address**

**Post Town**

**Postcode**

**Contact phone number in working hours (if any)**

**E-mail address  
(optional)**

**DETAILS OF SECOND INDIVIDUAL**

**Please tick**

Mr  Mrs  Miss  Ms  Other title  
(for example, Rev)

**Surname**

**First names**

**Current postal  
address if  
different from  
premises  
address**

**Post Town**

**Postcode**

**Contact phone number in working hours (if any)**

**E-mail address  
(optional)**

**(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

**Name**

**Address**

Registered number (where applicable)
Description of applicant (for example partnership, company, unincorporated association etc)
Telephone number (if any)
E-mail address (optional)

**Please tick yes**

- I have made or enclosed payment of the fee

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE , UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS NOTIFICATION**

**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 notifier please state in what capacity.**

Signature

.....

Date

.....

Capacity

.....

**For joint notifiers signature of 2<sup>nd</sup> notifier 2<sup>nd</sup> notifier’s solicitor or other authorised agent** (please read guidance note 3). **If signing on behalf of the notifier please state in what capacity.**

Signature

.....

Date

.....

Capacity

.....

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information contact the Licensing Team.

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998 and the Freedom of Information Act 2000. The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.

<b>Contact name (where not previously given or where it differs from the notifier) and address for correspondence associated with this notification (please read guidance note 4)</b>	
<b>Post town</b>	<b>Post Code</b>
<b>Telephone number (if any)</b>	
<b>E-mail address (optional)</b>	

**Notes for Guidance**

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

**Acknowledgement by East Lindsey District Council**

**of receipt of this notification of an interest in the premises**

**described in the notice by the person/persons identified in the**

**notice dated this                      day of**

**20[     ].**

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**Signed for and on behalf of the authority**

.....

## Data Protection Notice - Premises Licence Application under the Licensing Act 2003

East Lindsey District Council is a Data Controller and can be contacted at:

Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP  
Tel: 01507 601111

The Data Protection Officer for this Authority can be contacted at the same address.

We are collecting your personal data in order to process your licence application under the Licensing Act 2003 as we are the Licensing Authority.

Your personal data may be shared in the following ways as part of this application:

The law requires us to verify that applicants for premises licences have the right to work in the UK. Where necessary, we may need to verify your information with the Home Office.

The Council may also share personal information with the Police and the other Responsible Authorities as part of the licensing process. Any information sharing will be managed in accordance with relevant privacy and data protection legislation.

Your data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Some limited Premises User / Licence Holder information will be made available to the public as the Licensing Act 2003 requires us to maintain a Register of Licence Applications. The Register includes the name of the licence holder.

In line with our retention policy your data will be kept for the period of time that you hold a licence with this Authority and then for a further 6 years after your licence expires. The data will then be deleted / destroyed.

We also keep data for six years from the resolution of an unsuccessful licence application or the resolution of legal proceedings.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Tel: 0303 123 1113

If you do not provide the information required on the form then we will not be able to process your licence application.

For further information on our Data Protection Policies please go to our website: [www.e-lindsey.gov.uk](http://www.e-lindsey.gov.uk)



If you would like this information in a different format, please contact us on 01507 601111.