



Procedure to ensure that residents of Milton Keynes are aware of substantive Licensing applications made to the Council:

The licensing authority believes that as many people as possible should be made aware of premises licence applications in the most effective manner available. The Licensing team shall maintain an “opt-in” email address in line with requirements of the Data Protection Act 2018. The Licensing opt-in email address will be advertised on all application notices produced by the Council and any person can opt-in to be notified of all applications submitted in Milton Keynes.

Milton Keynes Councils statement of Licensing Policy provides:

“The licensing authority, on behalf of MKC may notify parties they consider appropriate such as residents, councillors, town and parish councils and community councils etc. of relevant applications.”

Within this overarching Council Policy it is considered appropriate to notify all persons in Milton Keynes of a substantive licensing application by doing following within 5 working days of an application being received:

- 1) Send out an email to all members of the “opt-in” email address;
- 2) Display A3 notices of the application in prominent positions where they can be read by people in near proximity to the premises;
- 3) Display the notice of application via Council social media accounts;
- 4) Display the notice of application on the home page of the Council’s website;
- 5) Notify the relevant Parish Council of an application in its area;
- 6) Notify all Ward Councillor(s) of an application in their area;

In some instances, Parish Councils or Ward Councillors may wish to distribute or circulate their own hard copy notifications to residents in their constituency. In these instances, where necessary the Licensing team may provide relevant information and assistance.