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Executive Director (Operations)  
**Licensing**  
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**Notification of change of name or address of Premises Licence Holder or  
Personal Licence Holder**

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 or typed in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

1. Your personal details		
<b>TITLE Please tick</b> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname		
Forenames		
<b>PREVIOUS NAMES (if relevant) please enter details of any previous names or maiden names. Please continue on a separate sheet if necessary.</b>		
<b>TITLE Please tick</b> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)		
Surname		
Forenames		
I am 18 years old or over. Please tick		Yes <input type="checkbox"/>
		No <input type="checkbox"/>

2. Addresses	
<b>CURRENT ADDRESS (We will use this address to correspond with you unless you complete the separate correspondence box below).</b>	
Post town	Post code

<b>TELEPHONE NUMBERS</b>	
Daytime	
Evening	
Mobile	
<b>FAX NUMBER</b>	
<b>E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)</b>	

<b>PREVIOUS ADDRESS (if applicable)</b>
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<b>Address for correspondence associated with this application (if different to the address above)</b>	
<b>Post town</b>	<b>Post code</b>
<b>TELEPHONE NUMBERS</b>	
Daytime	
Evening	
Mobile	
<b>E-MAIL ADDRESS (if you would prefer us to correspond with you by e-mail)</b>	

### 3. Licence Details

**Name and address of licensed premises**

**Personal licence number (if known)**

### 4. Checklist

I have enclosed (see notes below)

- Premises Licence for amendment (or a statement why it is not available)
- Personal Licence for amendment (or a statement why it is not available)
- The fee

### 5. Declaration

**The information contained in this form is correct to the best of my knowledge and belief.**

It is an offence knowingly or recklessly to make a false statement in or in connection with any notice. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine not exceeding level 5 on the standard scale.

**SIGNATURE**

**DATE**

### Notes

#### **Premises Licence Holders**

If you are the holder of a Premises Licence and wish to notify the Council of a change of your name or address, you need to send your Premises Licence to the Council for amendment. If it is not available, you need to explain why.

#### **Personal Licence Holders**

If you are the holder of a Personal Licence and wish to notify the Council of a change of your name or address, you need to send your Personal Licence to the Council for amendment. If it is not available, you need to explain why.

#### **Holders of Premises Licences and Personal Licences**

If you hold both a Premises Licence and a Personal Licence, you only need to complete this form once, but you will need to send in BOTH licences.

#### **Fee**

The fee is currently £10.50