

PERSONAL LICENCE – Notice of Change of Name/Address

Under Section 127 of the Licensing Act 2003, holders of Personal Licences are required to notify their relevant licensing authority if there are any changes in the name or address shown on the fact of the licence (for example, if the holder moves to a different house, or if they change their name by marriage/deed poll). This form may be used to fulfil this requirement.

When notified of a change, the licensing authority will reissue the Personal Licence to show the updated details.

Personal Licence details (*as shown on current licence*)

Personal Licence number	
Holders name	Mr/Mrs/Miss/Ms/
Holders address	

New details (*to be shown on reissued licence*)

This notice is in respect of a change of:	<input type="checkbox"/> Name <i>(tick one or both boxes as applicable)</i> <input type="checkbox"/> Address
Amended name	Mr/Mrs/Miss/Ms/
Amended address	

I hold a Personal Licence issued by Newark and Sherwood District Council. In accordance with Section 127 of the Licensing Act 2003, I wish to notify the licensing authority that there has been a change in my name and/or address, to the details shown in the relevant space(s) above.

I have enclosed with this notice my current Personal Licence (or a statement of the reason why it is not practicable for me to enclose the licence), and payment of the prescribed fee which is £10.50

Signed	
Print name	
Dated	

Please ensure that you have enclosed:

- Both parts of your current Personal Licence (both the photo card and the paper counterpart)
- Payment for the prescribed fee of £10.50 (payment can be make by card over the phone by calling 01636 650000). Please do not send a cheque or cash.

Once completed the form should be sent together with payment receipt details to:
Licensing and Enforcement, Newark and Sherwood District Council, Castle House, Great North Road, Newark. NG24 1BY

The Licensing Section can be contacted by e-mail at request@nsdc.info