

Personal Licence – Notification of Change of Name or Address

Licensing Act 2003

Section 127 of the Licensing Act 2003 requires a holder of a Personal Licence to notify, as soon as reasonably practicable, the issuing Licensing Authority of any change to their name or address. This Licensing Authority has developed this form to assist Personal Licence holders in complying with this requirement. Please ensure that you complete it correctly and that you submit it enclosing the required items.

If you also hold a Premises Licence or are a Designated Premises Supervisor (DPS) in relation to a Premises Licence which is also now showing incorrect details, please complete the form for changing premises licence details.

The current fee payable when making a change to a Personal Licence is £10.50.

The items which you are required to provide include the original copies of both the paper part and durable card of your Personal Licence. If for some reason you are unable to provide these, you are required to provide a statement of the reason why (a space is provided to do this below).

What is your Personal Licence number:

Section A - Please complete if notifying a change of name.

Current name:

New name:

Section B - Please complete if notifying a change of address / contact details.

Old address:

New address:

Mae'r ddogfen hon ar gael yn Gymraeg. This document is available in Welsh.

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Contact information

Home:

Mobile:

Work:

Email:

Section C – Checklist

I have:

1. Enclosed the A4 paper part of my Personal Licence (YES / NO)

If no, please explain why:

2. Enclosed the durable card part of my Personal Licence (YES / NO)

If no, please explain why:

3. Included card payment receipt number or receipt number for the fee of £10.50
(YES / NO)

Please phone 01824 706000 for card payments and provide cost code 3476-00000-40094

Alternatively, please see bank details below.

Bank Transfer:

Account Name: Denbighshire County Council County Fund

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Account Number: 22837469

Sort Code: 54 41 06

Description / Narrative: 3476-40094 – Licence number

Amount: £10.50

Section D – Declaration

The information contained within this form is correct to the best of my knowledge.

A person commits an offence if he knowingly or recklessly makes a false statement in or in connection with an application for the grant or renewal of a personal licence. 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 (£5,000).

Signature:

Name:

Date:

Please send this completed form, the two parts of your Personal Licence and receipt / proof of payment to:

Licensing Section, Denbighshire County Council, PO Box 62, Ruthin, Denbighshire, LL15 9AZ.

Please email to licensing@denbighshire.gov.uk

Tel: 01824 706342