PERSONAL LICENCE HOLDER
Application to change name or address

The Licensing Act 2003 (Personal Licenses) Regulations 2005

‘The holder of a personal licence must, as soon as reasonably practicable, notify the relevant licensing authority of any change in his/her name or address as stated in the personal licence. It is an offence if he fails to do so without reasonable excuse.
(Licensing Act 2003/S.127 duty to notify change of address)
The 'relevant licensing authority' is the licensing authority (Council) that granted the licence originally and not the licensing authority in which the licence holder now lives.

You DO NOT have to send a copy of this application to the police.

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 are advised to keep a copy of the completed form for your records.

Your personal details

<table>
<thead>
<tr>
<th>TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname:</td>
</tr>
<tr>
<td>Forenames:</td>
</tr>
<tr>
<td>Details of Plymouth City Council Personal Alcohol Licence Held:</td>
</tr>
<tr>
<td>Licence No.</td>
</tr>
<tr>
<td>Date of Issue</td>
</tr>
<tr>
<td>NEW ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below).</td>
</tr>
<tr>
<td>Post town</td>
</tr>
</tbody>
</table>

TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Daytime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evening</td>
</tr>
<tr>
<td>Mobile</td>
</tr>
</tbody>
</table>

For Official use only

Signed Application Form
Personal Alcohol Licence
Payment of £10.50
Receipt Number:
Fax Number

Email address (if you would prefer us to correspond with you by email)

4. CHECKLIST: Please tick ✓ yes

☐ I have enclosed my Personal Alcohol Licence

☐ I have enclosed payment of £10.50 - (Cheques payable to Plymouth City Council)

Address for correspondence associated with this application (if different to the address above)

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 an application for the grant or renewal or change of address of a personal alcohol 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.

SIGNATURE

DATE

Licensing Office
Public Protection Service,
Plymouth City Council,
Windsor House
Plymouth,
PL6 5UF
Tel: 01752 304141
Email: licensing@plymouth.gov.uk
www.plymouth.gov.uk