



Licensing Department
South Hams District Council
Follaton House
Plymouth Road
TOTNES
TQ9 6NE

Tel: 01803 861234
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Personal Licence Holder - Change of Circumstances

The Licensing Act 2003 (Personal Licences) Regulations 2005 Regulation 8

'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 S127 duty to notify change of address)

The 'relevant licensing authority' is the licensing authority (Council) that originally granted the licence 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.

Use this form to advise the Council of

- Change of address
- Change of name – (please include proof of this change)
- Any other relevant change

An administration fee of £10.50 is due please make cheques payable to South Hams District Council. Alternatively if you wish to make payment using a credit/debit card please complete the payment form below.

Information on the Licensing Act 2003 is available on the website of the Department of Culture, Media and Sport <http://www.culture.gov.uk> or from South Hams District Council <http://www.southhams.gov.uk>

Advice of change of circumstances by a Personal Alcohol Licence holder to

change address change name any other change

If you are completing this form by hand please write legibly in **block capitals** and black ink. You are advised to keep a copy of the completed form for your records.

1. Your personal details	
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname:	
Forenames:	
Details of Personal Alcohol Licence Held:	
Licence No.	TQ9
Date of Issue	
NEW ADDRESS	
Post Code	
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
FAX NUMBER	
E-MAIL ADDRESS	
2. Checklist:	
Please tick ✓ yes	
<input type="checkbox"/> I have enclosed my yellow paper Personal Alcohol Licence	<input type="checkbox"/>
<input type="checkbox"/> I have enclosed my plastic card sized Personal Alcohol Licence ID Badge	<input type="checkbox"/>
<input type="checkbox"/> I have enclosed payment of £10.50 – (cheque/card payment)	<input type="checkbox"/>
<input type="checkbox"/> I have enclosed proof or evidence regarding my change of circumstances	<input type="checkbox"/>
3. 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 circumstances of a personal alcohol licence. (A person will 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

Payment

Title *Mr / Mrs / Miss / other*

First name

Last name

Address

Daytime contact telephone

Please tick appropriate box



Card type: Debit Card

Credit Card

Method of payment: Mastercard Switch Visa Solo Maestro

Card number



Card verification number *last three digits on back of card*

Issue Number *(if applicable)*



Valid from

/

Expiry date

/

Amount

£



Customers
signature

Date



South Hams
District Council