

## NOTIFICATION OF CHANGE OF NAME AND/OR ADDRESS UNDER THE LICENSING ACT 2003



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.

I/We.....

..... being the premises licence holder hereby give notice of a:

- LICENCE HOLDER CHANGE OF NAME
- LICENCE HOLDER CHANGE OF ADDRESS
- DPS CHANGE OF NAME
- DPS CHANGE OF ADDRESS

<b>1. Your premises licence must accompany your application for a new one to be issued. If you are unable to send your premises licence, you must explain why you cannot do so in the box provided below</b>	
Details of current premises licence:	
Licence number	
Name of premises	
Address of premises	
If you cannot provide your premises licence, provide a statement explaining why:	

2. NEW NAME of premise licence holder/DPS (if applicable)	
<b>TITLE</b> (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname	
Forenames	
Date of Birth	
Nationality	

3. NEW ADDRESS of premises licence holder/DPS (if applicable) (We will use this address to correspond with you, unless you complete the separate correspondence box below.)	
Post town	Post Code
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
<b>FAX NUMBER</b>	
<b>EMAIL ADDRESS (if you would prefer us to correspond with you by e mail)</b>	

4. CHECKLIST:	
	Please tick
• I have enclosed my current premises licence or a statement of the reasons of any failure to provide my licence	<input type="checkbox"/>
• I have made or enclosed payment of the fee for the application (£10.50)	<input type="checkbox"/>
• I have amended my Personal Licence with my Local Authority (DPS only)	<input type="checkbox"/>

<b>5.DECLARATION</b>	
<p><b>I am entitled to work in the UK and am not subject to a condition preventing me from doing work relating to the carrying on of a licensable activity. I understand that my licence will become invalid if I cease to be entitled to live and work in the UK.</b></p> <p>It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a premises 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 (£5000).</p> <p><b>The information contained in this form is correct to the best of my knowledge and belief.</b></p>	
<b>SIGNATURE</b>	<b>DATE</b>

<b>Contact name and address for correspondence associated with this application</b> (if different from 3 above)	
<b>Post Town</b>	<b>Post Code</b>
<b>Telephone number (if any)</b>	
<b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b>	

**NOTES**

Information on the Licensing Act 2003 is available on the website of the Department of Culture, Media and Sport ([http://www.culture.gov.uk/alcohol\\_and\\_entertainment/default.htm](http://www.culture.gov.uk/alcohol_and_entertainment/default.htm)) or from your local licensing authority.

**The Licensing Section  
 Public Protection Division  
 Hartlepool Borough Council  
 Civic Centre  
 Victoria Road  
 Hartlepool  
 TS24 8AY**