



The Licensing Team
Environmental Health & Housing
North Devon Council
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NOTIFICATION FOR PERSONAL ALCOHOL LICENCE HOLDER CHANGE OF NAME AND/OR ADDRESS

Form Ref: LA03/PA20

Data Protection

North Devon Council is the Data Controller.

This information is being collected for the purpose of processing a Licence Application with the Council (type as per application form), but may be used for the wider purpose of Planning, Licensing, Registration and Regulation. When you complete this application form, you are providing your consent for the Council to hold and use your personal information for this purpose.

The information you provide may be shared with other agencies and other departments within North Devon Council. The information may be used for research, analysis and statistical purposes, but NOT commercial marketing purposes.

The Council may wish to contact you regarding issues relevant to this Licence application. Please advise us of any change in your circumstances.

If you require this document in an alternative format, please contact us.

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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 should keep a copy of the completed form for your records.

**NOTIFICATION FOR PERSONAL ALCOHOL LICENCE HOLDER CHANGE OF
NAME AND/OR ADDRESS**

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

Part 1 – Your Old Personal Details (as shown on your Personal Licence)	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other (<i>please specify</i>)	
Surname	
Forenames	
Address (as shown on your Personal Licence)	
Post Town	Postcode
Your Personal Licence Number	

New Details	
Your New Name (<i>if you have not changed your name please cross through this section</i>)	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other (<i>please specify</i>)	
Surname	
Forenames	
Your New Address (<i>if you have not changed your address please cross through this section</i>)	
Post Town	Postcode
TELEPHONE NUMBERS	Daytime
	Evening
	Mobile
	Fax Number
E-mail address:	

Part 2 – Address for correspondence associated with this application (<i>if different to the address above</i>)	
Post Town	Postcode
TELEPHONE NUMBERS	Daytime
	Evening
	Mobile
	Fax Number
E-mail address (if you would prefer us to correspond with you by e-mail)	

Part 4 – Checklist	
	Please tick v
• I have enclosed my NDDC Personal Alcohol Licence	<input type="checkbox"/>
• I have enclosed my NDDC Personal Alcohol Licence Badge	<input type="checkbox"/>
• I have enclosed payment of the appropriate fee (£10.50) <i>(make cheques payable to North Devon Council)</i>	<input type="checkbox"/>

Part 5 – Declaration
<p>The information contained in this form is correct to the best of my knowledge and belief.</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 or change of address of a Personal Alcohol Licence. (A person is to be treated as making a false statement if they produce, furnish, sign or otherwise make 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>
Signature:
Date:

**Information on the Licensing Act 2003 is available on the Website of the
 Department for Culture, Media and Sport
http://www.culture.gov.uk/alcohol_and_entertainment/default.htm
 or from North Devon Council**