



The Licensing Team
Environmental Health & Housing
North Devon Council
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NOTIFICATION OF CHANGE OF NAME OF PREMISES

Form Ref: LA03/PL 23

Data Protection

North Devon Council is the Data Controller.

Your personal information will be held and used in accordance with the requirements of the Data Protection Act 1998.

We will use the information you have provided in connection with the administration of Licensing.

We may lawfully disclose information to other public sector agencies to:

- prevent or detect fraud and any other crime;
- support national fraud initiatives;
- protect public funds;
- progress your request for service.

We may also use basic information about you, e.g name and address, in other areas of service provision at North Devon Council if this:

- helps you to access our services more easily;
- promotes the more efficient and cost-effective delivery of services;
- helps us to recover monies that you owe us.

We will not use your personal information in a way that may cause you unwarranted detriment.

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. 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 OF CHANGE OF NAME OF PREMISES

Part 1 – Premises details	
Premises Licence No:	
Postal address of premises or, if none, ordnance survey map reference or description	
Post Town	Postcode
Telephone number at premises (if any)	

Part 2 – Applicant Details	
Name	
Address	
Post Town	Postcode
Telephone number	
Mobile number	
E-mail address (optional)	

Part 3 – New name
 [insert new premises name]

Part 4 – Checklist	Please tick v yes
• I enclose payment of the prescribed fee (£10.50). Cheques to be made payable to North Devon Council	<input type="checkbox"/>
• I enclose originals of both parts of the Premises Licence, appropriate part or a statement giving the reasons why these have not been enclosed	<input type="checkbox"/>
If you have not enclosed the premises licence referred to above please give the reasons why not:	

Part 5 – Signature
Signature of applicant or applicant's solicitor or other duly authorised agent. If signing on behalf of the applicant please state in what capacity.
Signature:
Date
Capacity