



The Licensing Team
Environmental Health & Housing
North Devon Council
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EX32 2GR

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**PERSONAL ALCOHOL LICENCE UPDATE FORM – LOST, STOLEN, DAMAGED
LICENCE/PHOTOGRAPH UPDATE/REMOVAL OF EXPIRY DATE**

Privacy Notice – privacy & data protection

North Devon Council, the Data Controller, collects personal information when you contact us for the licensing services we provide. We will use this information to provide these services, such as the granting of a licence, permit, registration or receipt of a notice.

We may need to share your information with other departments in North Devon Council or external/ third parties, where this is necessary to perform our public functions & services as provided by law.

For more information as a Data Subject regarding privacy & data protection, including how we manage your personal information, data retention and your rights, please see our Privacy Notice on the website: www.northdevon.gov.uk/privacy

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.

**APPLICATION FOR PERSONAL ALCOHOL LICENCE HOLDERS
LOST/STOLEN/DAMAGED LICENCE/ PHOTOGRAPH UPDATES/EXPIRY DATE
REMOVAL**

Part 1 Your 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	

Part 2 Address for correspondence associated with this application (if different to the address above)	
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 3 Application type	
Application for a copy licence where a licence has been lost	<input type="checkbox"/>
Application for a copy licence where a licence has been stolen	<input type="checkbox"/>
Application for a copy licence where a licence has been damaged	<input type="checkbox"/>
Update to photograph following change in appearance etc	<input type="checkbox"/>
Removal of expiry date following abolition of requirement to renew a licence	<input type="checkbox"/>

Part 4 Checklist	
	Please tick <input checked="" type="checkbox"/>
• I have enclosed my NDDC Personal Alcohol Licence (when available)	<input type="checkbox"/>
• I have enclosed my NDDC Personal Alcohol Licence Badge (when available)	<input type="checkbox"/>
• I have enclosed two photographs meeting the necessary criteria (for photograph updates only)	<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	
The information contained in this form is correct to the best of my knowledge and belief.	
Signature:	
Date:	