

# Personal Licence Holder Change of Circumstances



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

**Postal Address:** Licensing Department, South Hams District Council, Follaton House, Plymouth Road, Totnes, Devon, TQ9 5NE **Telephone:** 01803 861336

**Email:** [licensing@swdevon.gov.uk](mailto:licensing@swdevon.gov.uk) **Website:** [www.southhams.gov.uk](http://www.southhams.gov.uk) [www.westdevon.gov.uk](http://www.westdevon.gov.uk)

## DATA PROTECTION

The Council will use the information that you have provided on this form and subsequent information provided by you or others for the purposes of section 57 Local Government Miscellaneous Provisions Act 1976 to assess your application and for the administration of the licensing regime. The Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other agencies such as the Police, DVLA, and Home Office if criminal activity is suspected or where we are otherwise required to do so by law. By signing this form you are consenting to the processing of your data by the Council.

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.

## Use this form to advise the Council of:

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

## PAYMENT:

An administration fee of £10.50 is due.

Please make a payment by debit or credit using our website payments

[https://pay.southhams.gov.uk/live/webpayments/ml\\_webpayselect.asp](https://pay.southhams.gov.uk/live/webpayments/ml_webpayselect.asp)

[https://pay.westdevon.gov.uk/live/webpayments/ml\\_webpayselect.asp](https://pay.westdevon.gov.uk/live/webpayments/ml_webpayselect.asp)

or pay card by calling 01803 861234

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APPLICATION TYPE: CHANGE OF CIRCUMSTANCES		
Change of Address <input type="checkbox"/>	Change Name <input type="checkbox"/>	Other change <input type="checkbox"/>

Personal Licence Details			
Personal Licence Number:			
APPLICANT DETAILS			
Title	Mr , Mrs , Miss , Ms , Other ( <i>please state</i> )		
Surname			
Forenames			
Previous Names			
New Address			Postcode
Telephone No		Mobile No	
Email Address			
DECLARATION			
<p><b>The information contained in this form is correct to the best of my knowledge and belief.</b> 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.</p>			
<b>SIGNATURE</b>			
<b>DATE</b>			