**LICENSING ACT 2003, SECTION 127**

**PERSONAL LICENCE HOLDER - NOTIFICATION OF CHANGE OF NAME OR ADDRESS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL LICENCE NUMBER:** **- important – please complete** | | | | | | | | | | | | |
| **PREVIOUS NAME DETAILS: *(from my existing personal licence)*** | | | | | | | | | | | | |
| Title: | | Mr. | Mrs. | | Miss | Ms. | | | | Other: | | |
| Surname: | | | | | | | | Forename(s): | | | | |
| **PREVIOUS ADDRESS DETAILS: *(from my existing personal licence)*** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **NEW NAME DETAILS: (you must attach supporting legal documentation)** | | | | | | | | | | | | |
| Title: | | Mr. | Mrs. | | Miss | Ms. | | | | Other: | | |
| Surname: | | | | | | | | Forename(s): | | | | |
| **NEW ADDRESS DETAILS:** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| *Your updated personal licence will be forwarded to this address* | | | | | | | | | | | | |
| **My date of birth is:** | | | | | | | | | | | |  |
| **I declare that I have not been convicted of any relevant offence which has not previously been declared to the Licensing Authority** | | | | | | | | | | | |  |
| **I enclose both my current personal licence badge and paper counterpart:** | | | | | | | | | | | | **or** |
| **I am unable to provide both of my current personal licence badge and paper counterpart because:** | | | | | | | | | | | | |
| **CONTACT DETAILS:** | | | | | | | | | | | | |
| Daytime ‘phone no: | | | |  | | | Email: | | | |  | |
| Mobile ‘phone no: | | | |  | | |  | | | |  | |
| **I hereby declare that the information contained in this form is correct to the best of my knowledge and belief.** | | | | | | | | | | | | |
| **SIGNATURE:** | | | | | | | | **DATE:** | | | | |
| The Council is collecting this information in order to perform this service or function, and if further information is needed in order to do so, you may be contacted using the details provided.  In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.  The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.  More detailed information about the Council’s handling of your personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or on request. | | | | | | | | | | | | |
| I enclose: | | | | | | | | | | | | |
|  | Payment of £10.50 (cheques payable to *Southampton City Council*) for the prescribed fee, together with | | | | | | | | | | | |
|  | Either my original personal licence badge and paper counterpart or a statement in writing (above) of the reasons that I am unable to provide either or both of these documents. | | | | | | | | | | | |
| When completed, please send to: | | | | | | | | | Personal callers only: | | | |
| The Licensing Team Southampton and Eastleigh Licensing Partnership PO Box 1767,  Southampton SO18 9LA | | | | | | | | | The Licensing Team Southampton and Eastleigh Licensing Partnership Civic Centre,  Southampton SO14 7LY | | | |
| **Do not forget to enclose the fee** | | | | | | | | | | | | |