



**PERSONAL LICENCE HOLDER – NOTICE OF CHANGE OF NAME/ADDRESS**

Under section 127 of the Licensing Act 2003, Personal Licence holders are required to notify their relevant licensing authority if there are any changes in the name or address shown on the face of the licence (i.e. if the licence holders moves address or changes name through marriage). This form may be used to fulfil this requirement.

Upon receipt of this completed form, a £10.50 administration fee, and return of both parts of your personal licence (paper licence and photocard), the Licensing Team will reissue your licence to show the updated details:

Personal Licence Details (*as shown on current licence*)

Personal Licence Number:.....  Holders Name: Mr/Mrs/Miss/Ms:.....  Holders Address:.....  .....
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New Details (*to be shown on reissued licence*)

This notice is in respect of a change of: Name/Address (delete as appropriate)  Amended Name (if applicable).....  Amended Address:.....  .....  .....
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I hold a Personal Licence issued by Basingstoke and Deane Borough Council. In accordance with section 127 of the Licensing Act 2003, I wish to notify the licensing authority that there has been a change in my name and/or address, to the details shown in the relevant space(s) above.

I have enclosed with this notice:

- my Personal Licence (or a statement of the reasons why it is not practicable for me to enclose the licence), and
- payment of the prescribed fee (currently £10.50).

Signed.....

Print Name.....

Date:.....