**Personal licence: Notification of change of name or address**

Please use this form to notify us of either a change of name or a change of address or both if you are a holder of a Personal Licence issued by Shropshire Council.

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. You must send us both parts of your Personal Licence of give a statement of why you have failed to produce this. You must also send us the correct fee. You may wish to keep a copy of the completed form for your records.

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Your old personal details (as shown on your Personal Licence)** | | | |
| **TITLE (Please tick)** | | | |
| Mr □ Mrs □ Miss □ Ms □ Other (please state) | | | |
| Surname |  | | |
| Forenames |  | | |
| **ADDRESS (as shown on your Personal Licence)** | | | |
|  | | | |
| **Post town** |  | **Post code** |  |
| **Your Personal Licence Number** | |  | |

|  |  |
| --- | --- |
| 1. **Your New Name** | |
| **TITLE (Please tick)** | |
| Mr □ Mrs □ Miss □ Ms □ Other (please state) | |
| Surname |  |
| Forenames |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3. Your New Address** | | | | |
| **YOUR NEW ADDRESS (WHERE YOU ORDINARILY LIVE. (SEE NOTE 2). We will use this address to correspond with you unless you complete the separate correspondence box below).** | | | | |
|  | | | | |
| **Post town** |  | | **Post code** |  |
| **TELEPHONE NUMBERS** | | | | |
| Daytime | |  | | |
| Evening | |  | | |
| Mobile | |  | | |
| Email address | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Address for correspondence associated with this application (if different to the new address given above)** | | | | |
|  | | | | |
| **Post town** |  | | **Post code** |  |
| **TELEPHONE NUMBERS** | | | | |
| Daytime | |  | | |
| Evening | |  | | |
| Mobile | |  | | |
| Email address | |  | | |

|  |  |
| --- | --- |
| 1. **CHECKLIST:** | |
| **I have:** | **Please tick** |
| enclosed both parts of old Personal Licence or given reason why I can’t enclose these |  |
| made or enclosed payment of the fee for the application |  |
| enclosed two passport style photographs |  |
| If can’t enclose both parts of licence, the reasons for this are: | |
|  | |

|  |  |
| --- | --- |
| 1. **DECLARATION** | |
| **The information contained in this form is correct to the best of my knowledge and belief.**  It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a personal licence. (A person us to 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. | |
| **SIGNATURE** |  |
| **DATE** |  |

**SEE OVER FOR NOTES.**

**NOTES**

1. Anyone who holds a Personal Licence is required to notify the Licensing Authority which issued their Personal Licence of any change of name or address. The Licensing Authority will then change the details on their Personal Licence and reissue the licence. It is a criminal offence not to notify the Licensing Authority of such changes.
2. The address should be the address where you normally live NOT where you work.
3. You are required to send both parts of your Personal Licence in to us with this notification form. If you can’t do so you are required to make a statement in the box provided as to why you cannot.
4. The fee of £10.50 can be paid by:

* **BACS** – Account details are Account Name: Shropshire Council Licensing A.C, Sort code: 55-50-05, Account Number: 55904440, Bank Address: Natwest, Mardol Head, Shrewsbury.
* **On-line** by debit/credit card at [www.shropshire.gov.uk/Licensing](http://www.shropshire.gov.uk/Licensing)
* **Telephone** Monday to Friday on 0345 678 9026 between the hours of 9am and 5pm.
* **Post** to the Licensing Team, Shropshire Council, Shropshire Council, Guildhall, Frankwell Quay, Shrewsbury, SY3 8HQ (cheques made payable to Shropshire Council).