Section 127 of the Licensing Act 2003 requires a holder of a Personal Licence to notify, as soon as reasonably practicable, the issuing Licensing Authority of any change to their name or address. This Licensing Authority has developed this form to assist Personal Licence holders in complying with this requirement. Please ensure that you complete it correctly and that you submit it enclosing the required items and fee.

If you also hold a Premises Licence or are a Designated Premises Supervisor (DPS) in relation to a Premises Licence which is also now showing incorrect details, please complete the form for changing premises licence details.

The current fee payable when making a change to a Personal Licence is £10.50. When paying this fee by cheque, please ensure that the cheque is made payable to ‘Denbighshire County Council’.

The items which you are required to provide include the original copies of both the paper part and durable card of your Personal Licence. If for some reason you are unable to provide these, you are required to provide a statement of the reason why (a space is provided to do this below). Please be aware that if your Personal Licence has been ‘lost’ or ‘stolen’, you are required under Section 126(3) of the Licensing Act 2003 to report the loss or theft to the Police.

**PERSONAL LICENCE NUMBER:**

**SECTION A - Please complete if notifying a change of name**

Current Name:

New Name:

**SECTION B - Please complete if notifying a change of address/contact details**

Old Address:

New Address:

Home: Work:

Mobile: Email:
SECTION C – Checklist

I have:

(a) Enclosed the **A4 paper part** of my Personal Licence  
   Yes / No  
   If ‘No’, please explain why:

   If ‘lost’ or ‘stolen’, have you reported this to the Police?  
   Yes / No

(b) Enclosed the **durable card part** of my Personal Licence  
   Yes / No  
   If ‘No’, please explain why:

   If ‘lost’ or ‘stolen’, have you reported this to the Police?  
   Yes / No

(c) Enclosed payment of the fee of £10.50  
   Yes / No

SECTION D – Declaration

The information contained within this form is correct to the best of my knowledge.

A person commits an offence if he knowingly or recklessly makes a false statement in or in connection with an application for the grant or renewal of a personal licence. A person is 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 (£5,000).

Signature:
Name:
Date:

Please send this completed form, the two parts of your Personal Licence and fee to:

Licensing Section, Russell House, Churton Road, Rhyl, Denbighshire LL18 3DP

**Useful contact details:**

Tel: 01824 706342  
Fax: 01824 706357  
Email: licensing@denbighshire.gov.uk  