



Havering
LONDON BOROUGH

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Public Protection
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Romford RM1 3BB

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Textphone ☎: 01708 433175

Date:

Your Reference:
My Reference:

Dear Applicant

Licensing Act 2003 - Personal Licence
Notification of Change of Personal Details

Following your recent enquiry regarding changes to your personal details under the Licensing Act 2003, I enclose a copy of the application form that you requested.

The cost of these changes to your licence is £10.50.

Please return both the card and the paper certificate of your personal licence when applying to change your details.

If you do have any queries regarding any of the points raised above or you have any queries concerning the application form, please contact the officer mentioned below by any of the methods mentioned above.

You are advised to ensure that all the questions on the application form are answered correctly otherwise your application may be invalid.

Yours faithfully



Application to Change Personal Details on a Personal Licence

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

All references to 'the Act' in this document refer to the Licensing Act 2003. 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 in black ink. You may wish to keep a copy of the completed form for your records. Please leave blank sections that don't apply to you.

1. Your personal details

NAME

(That currently appears on your licence)

TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)

Surname

Forename

NEW NAME

Only complete this box if you are applying to change the name that appears on your licence, if no change is needed then please leave blank.

TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)

Surname

Forenames

YOUR ADDRESS

(That currently appears on your licence)

Post town

Post code

YOUR CONTACT DETAILS

Daytime

Evening

Mobile

FAX NUMBER

EMAIL ADDRESS (if you would prefer us to correspond with you by e mail)

YOUR NEW ADDRESS

Only complete this box if you are applying to change the address that appears on your licence, if no change is needed then please leave blank.

Post town	Post code
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YOUR NEW CONTACT DETAILS

Daytime	
Evening	
Mobile	

FAX NUMBER	
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EMAIL ADDRESS (if you would prefer us to correspond with you by e mail)

The address you wish us to correspond with you in regards to these amendments, If different from above or previous page.

Post town	Post code
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TELEPHONE NUMBERS

Daytime	
Evening	
Mobile	

EMAIL ADDRESS (if you would prefer us to correspond with you by e mail)

2. 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 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 [£5000].

SIGNATURE		DATE	
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GUIDANCE NOTES

Information on the Licensing Act 2003 is available on the website of the Department of Culture, Media and Sport (<https://www.gov.uk/guidance/alcohol-licensing>) or from your local licensing authority.

All correspondence to be sent to :

Licensing Section
Environmental Health Service
London Borough of Havering
Mercury House, Mercury Gardens
Romford, Essex RM1 3SL

Tel 01708 432777