Licensing Authority
Direct Line: 01865 252565
Fax: 01865 252344
E-mail: licensing@oxford.gov.uk

www.oxford.gov.uk
OXFORD CITY COUNCIL

NOTIFICATION OF CHANGE OF NAME OR ADDRESS LICENSING ACT 2003 – PERSONAL LICENCE

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 Oxford City 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 LEGIBL Y IN BL OCK CAPITALS**. In all cases please ensure that your answers are inside the boxes and written or typed **IN BL ACK INK**. You must send us both parts of your Personal Licence or else make a statement as to why you cannot. 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			

2. 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			
Fax number			
Email address			

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

5. CHECKLIST:	
I have:-	**Please tick**
enclosed both parts of my Personal Licence (see note 3)	
made or enclosed payment of the fee for the application (see note 4)	
If you cannot enclose both parts of your existing Personal Licence, please explain below why you cannot. (See Note 3)	

6. 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.	
SIGNATURE	
DATE	

N.B.: If you are a designated premises supervisor the Premises Licence may need alteration to reflect your new details. Please ensure you have notified the premises licence holder accordingly.

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. This address should be the address where you will 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 cannot do so you are required to make a statement in the box provide as to why you cannot.

4. Fees. - Please make cheques payable to Oxford City Council.

Information on the Licensing Act 2003 is available on the website of the Department for Culture, Media and Sport

http://www.culture.gov.uk/alcohol_and_entertainment/default.htm

or from

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Town Hall
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