



**North
Northamptonshire
Council**

**Notification of Change of Details in respect of a Personal Licence
Issued under the Licensing Act 2003**

Licensee Name (as displayed on Personal Licence):

Licensee Address (as displayed on Personal Licence):

Post Town	Postcode

Personal Licence Number:

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Licensee Change of Name:

New Forename(s)	
New Surname	
<input type="checkbox"/> I enclose the relevant documentation relating to this change of name	

Licensee Change of Address (New Address):

Post Town	Post Code

Contact Telephone No. (inc. STD Code):

Contact Email:

Please note that if an email is provided it may be used for any future correspondence from the unit.

Details of any **new** relevant or foreign offences and civil immigration penalties:

Checklist:

Fee paid (if paying by debit or credit card):

- To make an internet payment please log on to www.northantslicensing.gov.uk
- On the Central Licensing Administration Unit homepage select: [Make a payment](#)
- Follow the instructions provided making sure you:



Pay a council bill

Select 'All other Council Bills' followed by 'Licensing Unit' and then use the drop down list to select the appropriate 'Premises Licence' descriptor for your relevant area. Follow the on-line instructions to complete the payment.

- Payments by debit/credit card may also be made by calling our payment line on: 01832 742211.
- If paying by cheque please enclose your cheque with your application, made payable to:

NORTH NORTHAMPTONSHIRE COUNCIL, crossed a/c payee.

We do not accept cash payments.

CURRENT FEE: £10.50

Both parts of my original Personal Licence enclosed

Or: Details of reason for my original Personal Licence not being available:

It is an offence knowingly or recklessly to make a false statement in or in connection with an application for 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 of any amount. It is an offence under section 24B of the Immigration Act 1971 to work illegally.

Signed Date

Please note that, unless you complete the following section, your amended licence will be sent to the address given above.

Alternative address for issue of amended licence:

Correspondence Name:	
Ref No <i>(if applicable)</i> :	
Address:	
Postcode:	Telephone No:

Please **post** your completed form and accompanying documents to:

North Northamptonshire Council
Central Licensing Administration Unit
Thrapston Offices
Cedar Drive
Thrapston
NN14 4LZ