



**Notification of Change of Name and / or Registered address of a Club  
or Alteration made to Club Rules**

Under Section 82 and 83 of the Licensing Act 2003, where a club holds a club premises certificate, the secretary of the club must notify the licensing authority of any change in the club name, relevant registered postal name and / or address, or alteration made to the rules of the club.

I

*(insert full name of club secretary)*

of

*(insert full name and relevant registered address of club as it appears on the club premises certificate)*

with club premises certificate

*(insert club premises certificate number)*

hereby notify the licensing authority of a change of club name to:

*(insert new club name)*

and / or registered postal address to:

*(insert new registered postal address of club)*

and / or alteration to club rules:

*(insert details of amendments to club rules – continue on separate sheet if required)*

with effect from

*(insert date the change is due to take effect)*

**Checklist**

I enclose my original Club Premises Certificate

OR

- I am unable to return the Club Premises Certificate
- I have paid the fee of £10.50 on-line ([Make a payment](#))
- I enclose the relevant fee of £10.50 (*cheques made payable to North Northamptonshire Council*)
- I understand that if I do not comply with the above requirements my application will be returned

Please send your completed form and documents to:

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

**IF A NOTICE REQUIRED BY THIS SECTION OF THE LICENSING ACT 2003 IS NOT GIVEN WITHIN THE 28 DAYS FOLLOWING THE DAY ON WHICH THE CHANGE OF NAME OR ALTERATION TO THE RULES IS MADE, THE SECRETARY OF THE CLUB COMMITS AN OFFENCE AND IS GUILTY OF AN OFFENCE UNDER SUBSECTION 6 AND IS LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 2 ON THE STANDARD SCALE.**

Signed ..... Date .....

Capacity .....

Your amended licence will be sent to the address on the Club Premises Certificate. If you would like your licence sent to an alternative address please give details below.

Contact Name

Address

