Notification of Change of Details in respect of a Premises Licence
issued under the Licensing Act 2003

Please Read These Instructions
This form is intended for use where the name/telephone number of a property has been changed, or
the Designated Premises Supervisor (DPS) or Licensee has changed name, address or telephone
number. Any changes of ownership/licence holder or designated premises supervisor must be made
using either “Transfer of Premises Licence” or “Variation of a Premises Licence in Respect to
Designated Premises Supervisor” forms. If you are uncertain as to which form is appropriate please
contact the Licensing Unit.

Premises Name (as displayed on Premises Licence)

Premises Address

Telephone Number (inc. STD Code)

Premises Licence Number

Change of Premises Name / Telephone Number

New Premises Name

New Premises Telephone Number (inc STD Code)

Change of Name of Designated Premises Supervisor / Licensee (following marriage etc.)

Name of DPS/Licensee as given on Premises Licence:

Change of Name to:

You must supply supporting evidence in relation to this change of name (e.g. marriage certificate
(either original document, or a certified copy))
Please indicate which is to be changed:  

- [ ] DPS address 
- [ ] Licensee Address 
- [ ] Telephone Number 
- [ ] Telephone Number

New Address

<table>
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<tr>
<th>Post Town</th>
<th>Post Code</th>
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Telephone Number *(with STD Code)*

**Checklist**

- [ ] I enclose my original Premises Licence. (Please retain a copy for your records)
- OR
- [ ] I have lost the Premises Licence and am unable to return it.
- [ ] I enclose the relevant fee of £10.50 cheques made payable to East Northamptonshire Council
- [ ] I enclose supporting information in respect to a Designated Premises Supervisor’s change of name.
- [ ] I understand that if I do not comply with the above requirements my application will returned.

Send all documentation to Central Licensing Administration Unit, East Northamptonshire House, Cedar Drive, Thrapston, Northamptonshire NN14 4LZ.

**IT IS AN OFFENCE LIABLE TO CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH, THIS APPLICATION.**

Signed …………………………………………………………… Date ……………………

Capacity ………………………………………………………………………………………..

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

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<th>Contact Name</th>
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<th>Address</th>
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<th>Postcode</th>
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<th>Ref No. <em>(where applicable)</em></th>
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