



FOR OFFICE USE ONLY
Licence No:
Uniform Ref:
Received:
Receipt No:
Fee Paid:

PERSONAL LICENCE – NOTICE OF CHANGE OF NAME/ADDRESS

Under section 127 of the Licensing Act 2003, holders of Personal Licences are required to notify their relevant licensing authority if there are any changes in the name or address shown on the face of the licence (for example, if the holder moves to a different house, or if they change their name by deed poll). This form may be used to fulfil this requirement.

When received, the licensing authority will reissue the Personal Licence to show the updated details.

Personal Licence Details (as shown on current licence)

Personal Licence Number	
Holders Name	Mr/Mrs/Miss/Ms/
Holders Address	

New Details (to be shown on reissued licence)

This notice is in respect of a change of:	<input type="checkbox"/> Name <input type="checkbox"/> Address (tick one or both boxes as applicable)
Amended Name	Mr/Mrs/Miss/Ms/
Amended Address	

I hold a Personal Licence issued by Three Rivers District Council. In accordance with section 127 of the Licensing Act 2003, I wish to notify the licensing authority that there has been a change in my name and/or address, to the details shown in the relevant space(s) above.

I have enclosed with this notice my current Personal Licence (or a statement of the reasons why it is not practicable for me to enclose the licence), and payment of the prescribed fee.

Signed	
Print Name	
Dated	

Completed forms should be sent to: **Licensing, Three Rivers District Council, Northway, Rickmansworth Hertfordshire WD3 1RL**

Or emailed to: licensing.team@threerivers.gov.uk

Please ensure that you have enclosed both parts of your current Personal Licence (both the photo card and the paper counterpart). Payment of the prescribed fee of £10.50 must be made by card – please call 01923 776611 to pay as we cannot accept cash or cheque payments.