



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

PERSONAL LICENCE – REPLACEMENT LICENCE AND/OR CARD

If you hold a personal licence but either the licence card or certificate or both cannot be found or have been lost/stolen/are irretrievable/are badly worn or damaged you can apply for a replacement set. This form may be used to fulfil this requirement.

When received, the licensing authority will reissue the certificate and/or card depending on what is required.

If a new card is to be issued please provide a new passport sized photo.

Personal Licence Details (as shown on licence)

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

Reason for replacement

--

I hold a Personal Licence issued by Three Rivers District Council.

I have made payment of the prescribed fee of £10.50.

I have enclosed a new photo which meets guidance (for replacement card if required)

Signed	
Print Name	
Dated	

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

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

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.