Licensing Section, Charnwood Borough Council, Southfield Road, Loughborough, LE11 2TX

**Change of name / address of premises or personal licence holder / loss of licence or other minor amendment to a licence**

**Section 33 and 127 Licensing Act 2003**

I hereby give notice to Charnwood Borough Council to change the following details on my personal/premises**\*** licence / declare it lost / damaged/stolen ***\*(Delete as appropriate)***

**Licence Holder details** (please note only the licence holder can complete and sign this form)

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| **Name** |  |
| **Address on licence** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **Personal/Premises\* Licence Number (\*Please delete as appropriate)** |  |

**Please provide details of required amendment(s) to licence ie new address/change of name:** (If licence is lost please give details here)

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**If you require us to contact you to take payment over the phone please provide a contact telephone number in the box below:**

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**Please ensure that enclosed with this notice is:**

1. The fee of £10.50 made payable to ‘Charnwood Borough Council’. Or contact details have been given so we can ring you to take payment over the phone. Cash payments are not accepted. Payment over the telephone can be by Debit or Credit card (there is no surcharge for the use of a credit card). Please note that until payment is received this change of details request cannot be actioned.
2. The original licence - both parts in the case of a personal licence, the certificate and photo card. All parts in the case of a premises licence, Part A, Part B, Conditions and original plan. Or an explanation as to why it isn’t enclosed.
3. An up to date passport sized photo

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also, and on occasions will be required to, share this information with other bodies responsible for auditing or administering public funds for these purposes. |
| Charnwood Borough Council collects personal information when you contact us for any services we provide. We will use this information to provide these services. The Council is obligated to provide public registers in relation to the licensing act and a weekly website list detailing applications. We may need to share your information with service providers and other departments within Charnwood Borough Council to ensure that you receive the best possible service. If so, this will be made clear in our privacy notice. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law.  For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice [www.charnwood.gov.uk/pages/privacynotice](http://www.charnwood.gov.uk/pages/privacynotice) |