

**Income Code:**

**I90935 C05026 9091**

**Receipt No:**

**Fee: £10.50**

**Licensing Act 2003 Regulation 8**

*LICENSING SECTION, PLOUGH LANE, HEREFORD, HR4 0LE*

# Application for Change of Details to Personal Licence

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in **black ink**. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

|  |  |  |  |
| --- | --- | --- | --- |
| **1.New personal details** | | | |
| **TITLE** (delete as appropriate): Mr Mrs Miss Ms Other (please state) | | | |
| Surname  Forenames | |  | |
| AddressPost town | | | Post Code |
| TELEPHONE NUMBERS | | | |
| Daytime  Evening  Mobile |  | | |
| FAX NUMBER |  | | |
| **EMAIL ADDRESS (if you would prefer us to correspond with you by e-mail)** | | | |

|  |
| --- |
| Previous Details |
|  |

|  |  |  |
| --- | --- | --- |
| **Address for correspondence associated with this application (if different to the address above)** | | |
| Post town | | Post code |
| TELEPHONE NUMBERS | | |
| Daytime  Evening  Mobile |  | |
| **EMAIL ADDRESS (if you would prefer us to correspond with you by email)** | | |

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| --- | --- | --- | --- |
| **5. Declaration** | | | |
| The information contained in this form is correct to the best of my knowledge and belief.  It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a personal licence. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine not exceeding level 5 on the standard scale [£5000]. | | | |
| SIGNATURE |  | DATE |  |

## NOTES

Information on the Licensing Act 2003 is available on the website of the Department of Culture, Media and Sport (<http://culture.gov.uk/alcohol_and_entertainment/default.htm>) or from your local licensing authority.

1. There is a **fee of £10.50** payable to Herefordshire Council for the change of details to a personal licence. Please send your completed application, paper and card parts of the licence, two passport size photographs and the fee in full to:

## Licensing Section, Plough Lane, Hereford, HR4 OLE

2. If applying the change the name listed on your personal licence we will require proof of change of name by way of original marriage certificate or certified copy thereof;