



West Wiltshire District Council Licensing Act 2003 Premises Licences

LL105

Changing the name or address of a Premises Licence holder

This guidance includes an application form

**West Wiltshire District Council
Licensing Team
Council Offices
Bradley Road
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Wiltshire
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This document is dated 25 April 2007. Updated versions may be available on the Council's website.

Changing the name or address of a Premises Licence holder

Premises licence holders **must** notify the issuing licence authority as soon as possible of any change of **their** name or address. This guidance and application form is only for use where the licence has been issued by West Wiltshire District Council. Where the licence has been issued by another licensing authority you will need to contact them direct.

- Please use the form below.
- There is a fee of £10.50. Cheques should be made payable to West Wiltshire District Council.
- You must return **both parts** of the licence. (The 2 page licence summary and the full licence together with the plans). If you have lost or had stolen either part of your licence you **must** advise the Police and tell us how you have done that.

Note that if you wish to transfer the Premises Licence to someone else then separate arrangements apply. Contact us and ask for the relevant guidance LL104

Keeping and sharing your personal information

We will keep and use your personal information in line with the requirements of the Data Protection Act 1998.

For the purpose of processing your application, we may pass information to other agencies and organisations.

We may check information that you have provided or that has been provided about you against relevant information that we already hold.

We may also get information about you from certain third parties, or give them information to:

- make sure the information is accurate;
- prevent or detect fraud or any other crime;
- support national fraud initiatives (this will include your information being used in data-matching exercises from time to time); and
- protect public funds.

These third parties include government departments, local authorities and private sector companies such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

The Council is the data controller for the purposes of the Data Protection Act. If you want to know more about the information we have about you or the way we use the information, please ask us.



Licensing Act 2003

Notification of change of name or address by premises licence holder

Licence number	
Premises name	
Premises address	

[complete only if you have changed address]

My new address is:

Address	
Postcode	
Daytime Tel	

[complete only if you have changed your name]

My new name is:

Surname	
Forenames (all)	

I enclose:

- both parts of my premises licence. (If you have lost or had stolen either part of your licence you **must** advise the Police and tell us, in writing on a separate sheet, how you have done that.)
- Fee of £10.50 (cheques payable to "WWDC")

Signed	
Print name	
Date	

Send this form, together with **both parts** of your premises licence, and the fee of £10.50 to:

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TROWBRIDGE
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