



West Wiltshire District Council

Licensing Act 2003

Premises Licences

LL107

Lost, stolen or damaged Premises Licences

This guidance contains an application form

**West Wiltshire District Council
Licensing Team
Council Offices
Bradley Road
Trowbridge
Wiltshire
BA14 0RD**

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This document is dated 25 April 2007. Updated versions may be available on the Council's website.

Lost, stolen or damaged Premises Licences

Premises licences are issued in two parts:

- Summary licence consisting of two pages.
- Full licence containing the conditions and the plan.

You can apply to replace any of the parts if:

- damaged
- lost
- stolen

If you are applying for a replacement because of damage you **must** return the damaged licence.

If you have lost a licence or had it stolen you **must** report this to the Police and provide the details, including a reference or crime number.

Only the holder of the licence or a person authorised to act on their behalf can apply for a replacement licence.

There is a fee of £10.50. Cheques should be payable to West Wiltshire District Council.

An application form is provided at the end of this guidance.

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.

Note

This information is only for use by those whose premises licence has been issued by West Wiltshire District Council.

If your premises licence has been issued by another licensing authority you will need to contact them direct.

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Application for replacement of a lost, stolen or damaged Premises Licence

Licence number (if known)	
Premises name	
Address of premises	
Postcode	
Name of licence holder	
Address of licence holder	
Postcode	
Daytime telephone no	

I am applying to replace my:

- Summary premises licence
- Full premises licence
- Plan

Tick

I am applying because my licences (or plan) were:

- Damaged
- Lost
- Stolen

(Continued overleaf)

Complete this box only if your licence(s) was lost or stolen
Give details of how you reported the loss or theft to the Police, including a crime or other Police reference number

- I enclose the fee of £10.50
(cheques payable to West Wiltshire District Council) Tick
- I enclose the damaged part of my licence or plan (if applicable)
- I am the licence holder or have been authorised to act on their behalf

Full name	
Signed:	
Date:	

Send to: West Wiltshire District Council
Licensing Team
Bradley Road
TROWBRIDGE
Wiltshire
BA14 0RD