



# West Wiltshire District Council Licensing Act 2003 Personal Licences

**LL141**

## **Changing the name or address on a Personal Licence**

**This guidance contains an application form**

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

**Tel 01225 776655  
e-mail [licensing@westwiltshire.gov.uk](mailto:licensing@westwiltshire.gov.uk)  
[www.westwiltshire.gov.uk](http://www.westwiltshire.gov.uk)**

**This document is dated 24 April 2007. Updated versions may be available on the Council's website.**

## Changing the name or address on a Personal Licence

Personal licence holders **must** notify the issuing licence authority as soon as possible of any change of 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 overleaf.
- 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 small photographic document and the larger A4 document where any convictions are shown). 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, quoting a reference or crime number.
- If you are named as a Designated Premises Supervisor (DPS) on a Premises Licence then the licence holder will, in addition, need to apply to amend that licence with your new details. A separate guidance note is available.

### 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 personal licence holder

Licence number	
Surname	
Forenames (all)	

***[complete only if you have changed address]***

My new address, where I normally live, is:

Address	
Postcode	
Daytime Tel	

(Note this cannot be the premises where you work unless you actually live there as your main or only place of residence).

***[complete only if you have changed your name]***

My new name is:

Surname	
Forenames (all)	

I enclose:

- both parts of my personal 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	
Date	

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

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