



West Wiltshire District Council

Licensing Act 2003

Personal Licences

LL143

Lost, stolen or damaged Personal Licences

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
www.westwiltshire.gov.uk**

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

Lost stolen or damaged Personal Licences

Personal licences are issued in two parts:

- A small card type licence containing a photograph.
- An A4 size licence containing details of any convictions.

You can apply to replace either or both 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.

Note

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

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

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

Licence number (if known)	
Surname	
Forenames (All)	
Date of Birth	
Address	
Postcode	
Daytime telephone	

I am applying to replace my:

- Small personal licence document (with photo)
- Large personal licence document (A4 size)
- Both

Tick

I am applying because my licences 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

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I enclose the fee of £10.50
(cheques payable to West Wiltshire District Council)

Tick

I enclose the damaged part of my licence (if applicable)

I am the holder of the above Personal Licence

Signed:	
Date:	

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