

Ref: PCA01

East Devon District Council

Licensing Authority

Licensing Act 2003

Application for Personal Alcohol Licence Holder Change of Address

The Licensing Act 2003 (Personal Licences) Regulations 2005 Regulation 8

For official use only	
Signed application form	
Personal Alcohol Licence	
Personal Alcohol Licence Badge	
Cheque for £10.50 made payable to East Devon District Council	

Application by a Personal Alcohol Licence holder to Change Address

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 are advised to keep a copy of the completed form for your records.

1. Your personal details	
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname:	
Forenames:	
Details of East Devon Personal Alcohol Licence Held:	
Licence No.	
Date of Issue	

NEW ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below).

Post town	Post code
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
FAX NUMBER	
EMAIL ADDRESS (if you would prefer us to correspond with you by email)	

Address for correspondence associated with this application (if different to the address above)

Post 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 Address

Post town	Post code

4. CHECKLIST:	
Please tick ✓ yes	
<input type="checkbox"/> I have enclosed my EDDC Personal Alcohol Licence	<input type="checkbox"/>
<input type="checkbox"/> I have not received any relevant convictions or cautions since the initial grant of my personal licence. If you have received a conviction or caution, please provide details below: Court: Date: Convictions:	<input type="checkbox"/>
<input type="checkbox"/> I have enclosed my EDDC Personal Alcohol Licence Badge	<input type="checkbox"/>
<input type="checkbox"/> I have enclosed payment of £10.50 – (make cheques payable to East Devon District Council)	<input type="checkbox"/>

5. Declaration			
<p>The information contained in this form is correct to the best of my knowledge and belief.</p> <p>It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal or change of address of a personal alcohol 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.</p>			
SIGNATURE		DATE	

Data Protection

Any personal information which you provide will be held and used by East Devon District Council for the purpose of the Licensing Service to process your application for a change of address on your personal licence and to administer your personal licence. Your information may also be shared within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing. Further detail about our use of your personal information can be found in the relevant Privacy Notice which can be accessed online at <http://eastdevon.gov.uk/privacy>