Premises Licence – Notice of Change of Name/Address

Under section 33 of the Licensing Act 2003, holders of Premises Licences are required to notify the relevant licensing authority if there are any changes in the names or addresses shown on the face of the licence (for example, if the holder moves to a different house, or if the designated premises supervisor changes their name after marriage). This form may be used to fulfil this requirement.

When received, the licensing authority will reissue the Premises Licence to show the updated details. **This form can only be used to make changes to the details of the existing persons – not to transfer the licence to a new person, or to vary the person specified as premises supervisor.**

Premises Licence details *(as shown on current licence)*

Premises Licence number	
Trading name and address of premises	
Name of licence-holder	Mr/Mrs/Miss/Ms/
Name of designated premises supervisor	Mr/Mrs/Miss/Ms/

New Details *(to be shown on reissued licence)*

This notice is in respect of a change of: *(tick those boxes that are applicable)*	☐ Name of licence-holder ☐ Address of licence-holder ☐ Name of DPS ☐ Address of DPS ☐ Trading name of premises
Amended Name	Mr/Mrs/Miss/Ms/
Amended Address	

I hold a Premises Licence issued by Dacorum Borough Council. In accordance with section 33 of the Licensing Act 2003, I wish to notify the licensing authority that there has been a change in a name and/or address on the licence, to the details shown in the relevant space(s) above.

I have enclosed with this notice my current Premises Licence (or a statement of the reasons why it is not practicable for me to enclose the licence), and payment of the prescribed fee.

Signed	
Print Name	
Dated	

Completed forms should be sent to:

    Licensing, Dacorum Borough Council, The Forum, Marlowes, Hemel Hempstead, HP1 1DN

Please ensure that you have enclosed all pages of your current Premises Licence, and payment for the prescribed fee of £10.50 *(cheque/postal order payable to 'Dacorum Borough Council', or card only)*