



Date / /
Receipt No.

**Personal Licence Holder
Notification of Change of Name and/or 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 may wish to keep a copy of the completed form for your records.

This notice, completed as applicable, must be sent to the Licensing Section, Legal, Licensing & Registrars, Civic Offices, Guildhall Square, Portsmouth, PO1 2AL.
Tel: 023 9268 8367. Fax: 023 9283 4811. Email: licensing@portsmouthcc.gov.uk.

1. Your personal details	
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname	
Forenames	
NEW ADDRESS WHERE ORDINARILY RESIDENT	
Post Town	Post code
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
FAX NUMBER	
EMAIL ADDRESS (if you would prefer us to correspond with you by email)	

IF CHANGE OF NAME PLEASE INSERT PREVIOUS NAME	
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname	
Forenames	

2. Your current personal licence

Your personal licence must accompany this notice. If you are unable to send your personal licence, you must explain why you cannot do so in the box provided below.

Details of current personal licence:

Licensing Authority	
Licence number	
Date of issue	
Date of expiry	
Any further details	

If you cannot provide your personal licence, provide a statement explaining why:

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3. Checklist:

I have	Please tick ✓ yes
<ul style="list-style-type: none"> Enclosed my current personal licence or a statement of the reasons of any failure to provide my licence 	<input type="checkbox"/>
<ul style="list-style-type: none"> Made or enclosed payment for the relevant fee of £10.50 (cheques should be made payable to Portsmouth City Council). 	<input type="checkbox"/>

5. Declaration

The information contained in this form is correct to the best of my knowledge and belief.

Please note it is an offence for a licence holder to fail, without reasonable excuse, to comply with these requirements and, on summary conviction, a person is liable to a fine not exceeding level 2 on the standard scale (currently £500).

SIGNATURE		DATE	
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