



**Notification of a change of address under s127(1) of the Licensing Act 2003  
made by the holder of a personal alcohol licence**

Only use this form to change the address on a personal alcohol licence issued by East Herts Council. If your licence was issued by another authority, and you have moved to the East Herts area, please notify the change of address to the issuing authority, not to us.  
 Before completing this form please read the guidance notes at the end of the form.  
 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.

<b>1. Your personal details</b>	
<b>TITLE</b> (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname	
Forenames	
<b>NEW ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below).</b>	
<b>Post town</b>	<b>Post code</b>
<b>TELEPHONE NUMBERS</b>	
Daytime	
Evening	
Mobile	
<b>FAX NUMBER</b>	
<b>EMAIL ADDRESS (if you would prefer us to correspond with you by e mail)</b>	

<b>Address for correspondence associated with this application (if different to the address above)</b>	
<b>Post town</b>	<b>Post code</b>
<b>TELEPHONE NUMBERS</b>	
Daytime	
Evening	
Mobile	
<b>EMAIL ADDRESS (if you would prefer us to correspond with you by e mail)</b>	

<b>2. Reasons why you cannot enclose your personal licence</b>	
<b>If you are unable to enclose your Personal Alcohol Licence, please say why in the box below (i.e. lost, destroyed, previously returned etc) Please give the details of the missing licence if you know them.</b>	
<b>Personal licence details (if you know them and you are not enclosing the licence)</b>	
Number	
Expiry date	

3. Declaration			
<p><b>The information contained in this form is correct to the best of my knowledge and belief.</b></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 of a personal 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 [£5000].</p>			
<b>SIGNATURE</b>		<b>DATE</b>	

4. CHECKLIST:	
I have	Please tick ✓ yes
• stated my new address and postcode;	<input type="checkbox"/>
• enclosed my personal alcohol licence or provided a statement of why I am unable to provide the licence;	<input type="checkbox"/>
• made or enclosed payment of the fee for the notification of change of address (£10.50 cheque or postal order payable to 'East Herts Council')	<input type="checkbox"/>
• signed and dated this form.	<input type="checkbox"/>

#### NOTES

Section 127 Licensing Act 2003 provides as follows;

#### Duty to notify change of name or address

(1) The holder of a personal licence must, as soon as reasonably practicable, notify the relevant licensing authority of any change in his name or address as stated in the personal licence.

(2) Subsection (1) is subject to regulations under section 133(2) (power to prescribe fee to accompany notice).

(3) A notice under subsection (1) must also be accompanied by the personal licence or, if that is not practicable, by a statement of the reasons for the failure to provide the licence.

(4) A person commits an offence if he fails, without reasonable excuse, to comply with this section.

(5) A person guilty of an offence under subsection (4) is liable on summary conviction to a fine not exceeding level 2 on the standard scale.

Information on the Licensing Act 2003 is available on the website of the Department of Culture, Media and Sport ([http://www.culture.gov.uk/alcohol\\_and\\_entertainment/default.htm](http://www.culture.gov.uk/alcohol_and_entertainment/default.htm)) and East Herts District Council website [www.eastherts.gov.uk](http://www.eastherts.gov.uk)