

# Notification of change of name and address

## Licensing Act 2003 (Section 127)

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



You must return both the existing parts of your current personal licence to us (paper and card version).

*If you are unable to provide these to us please note you will need to pay an additional fee of £10.50 extra for a lost licence and a statement to the effect of why you have failed to provide the licence copies.*

**If your personal licence was issued on or prior to January 1<sup>st</sup>, 2021 please enclose two photographs of yourself, one of which is endorsed as a true likeness by a solicitor or notary, a person of standing in the community or any individual with a professional qualification.**

**Name:** (as stated on existing licence) .....

**Change of name to:** (If applicable) .....

*Please supply us with any relevant documentation pertaining to a change of name as applicable such as a marriage certificate or deed poll.*

**Address:** (as stated on existing licence).....

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**Change of address:** (if applicable) .....

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**Effective Date:** .....

### Convictions and foreign offences

Have you been convicted of any relevant offence, or any foreign offence, or been required to pay a civil immigration penalty in the past five years? (Please tick as appropriate) **Yes**  **No**  2

If you answered yes to the above question, please complete and return the disclosure of convictions and civil immigration penalties and declaration form which can be downloaded from the Cambridge City Council website and return with your application and payment.

**Signature:** ..... **Dated:** .....

*I certify that to the best of my knowledge and belief the information contained within this form is correct.*

Wherever possible we request payment be made by calling 01223 457890. Please quote your unique CAM personal licence reference, remembering to make both payments if you are unable to provide the paper and card part of your existing licence by return. You be emailed a copy of the receipt for your records upon request.

Date of Payment ..... CAN number from receipt .....

Alternatively enclose the fee of £10.50 or £21 as applicable (cheques payable to Cambridge City Council). **Please do not send payment by cash in the post to us.**

*You will be committing an offence if you fail, without reasonable excuse, to comply with the above*

**Please return your application to;** The Licensing Officer, Cambridge City Council, Environmental Services, Mandela House, 4 Regent Street, Cambridge CB2 1BY

Our full environmental health privacy policy is available at  
<https://www.cambridge.gov.uk/media/6335/environmental-health-privacy-notice.pdf>