



Licensing Service, Chy Trevail, Beacon Technology Park, Bodmin, PL31 2FR

Notification by Personal Licence holder of change of name 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 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 Personal Licence Held:			
Licence No.			
Date of Expiry			
PREVIOUS NAME(S) (if applicable)			
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)			
Previous Surname:			
Previous Forenames:			
2. 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	
Email Address			
EFFECTIVE FROM:			
<input type="checkbox"/> Immediately		<input type="checkbox"/>	
		(Insert Date)	
Address for correspondence associated with this application (if different to the address above)			
Post Town		Post code	

3. PREVIOUS ADDRESS	
Post Town	Post code

4. DETAILS OF ANY NEW CRIMINAL CONVICTIONS

5. PLEASE COMPLETE THIS SECTION IF YOU ARE NOMINATED AS A PREMISES SUPERVISOR ON A PREMISES LICENCE	
Name and Address of Premises:	
Premises Licence No:	Issuing Local Authority:

6. CHECKLIST:	
	Please tick <input checked="" type="checkbox"/> yes
<input type="checkbox"/> I have enclosed my Personal Licence (If you have not enclosed your personal licence, please give reasons below)	<input type="checkbox"/>
<input type="checkbox"/> I have enclosed my Personal Licence ID Card (If you have not enclosed your personal licence badge, please give reasons below)	<input type="checkbox"/>
<input type="checkbox"/> I have enclosed payment of £10.50 – (make cheques payable to Cornwall Council)	<input type="checkbox"/>

If you have not enclosed your personal licence or ID card please give reasons why.
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7. 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

Licensing Service
 Public Protection & Business Support
 Cornwall Council
 Telephone: 0300 1234 212

The authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.
 For further information, see www.cornwall.gov.uk/nfi or contact Jason Carne jcarne@cornwall.gov.uk