Bedford Borough Council

Democratic & Registration Services, Borough Hall,
Cauldwell Street, Bedford MK42 9AP
Email: Licensing@bedford.gov.uk

Notification of change of name or address for Personal Licence granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. You should sign the form and return it to the Licensing team at the above address. You must send us **both** parts of your Personal Licence or else make a statement as to why you cannot. You must also send us the correct fee of £10.50.

Payment can be made by cheque payable to Bedford Borough Council or by debit/credit card using the 'On-Line Payment' link on the website at www.bedford.gov.uk.

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 in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

N.B.: If you are a designated premises supervisor the Premises Licence may need alteration to reflect your new details. Please ensure you have notified the premises licence holder accordingly.

I MUST ADVISE THAT FAILING TO NOTIFY THE LICENSING AUTHORITY OF A CHANGE OF NAME OR ADDRESS MAY RESULT IN AN OFFENCE UNDER SECTION 127 OF THE LICENSING ACT 2003. MAXIMUM LEVEL FINE 2.

1.Your old personal details (as shown on your Personal Licence)	
TITLE (please tick) **Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state):**	
Surname:	
Forenames:	
Address (as shown on your Personal Licence):	
Post town	**Postcode**
Your personal licence number:	

2. Your new name:
TITLE (please tick) **Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please state):**
Surname:
Forenames:

3. Your new address:	
YOUR NEW ADDRESS: (Your residential address). 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 number	
Email address	

4. Address for correspondence associated with this application (if different to the new address given above):	
Post town	**Post code**
TELEPHONE NUMBERS:	
Daytime	
Evening	
Mobile	
Fax number	
Email address	

5. Checklist
I have (please tick):
☐ Enclosed both parts of my personal licence
☐ Made or enclosed payment of the fee for the application
☐ If you cannot enclose both parts of your existing Personal Licence, please explain below why you cannot

6. Declaration
The information contained in this form is correct to the best of my knowledge and belief. 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.
SIGNATURE:
DATE:

Data Protection Privacy Advice

Through the relevant application/notice forms, accompanying documentation and payment facilities associated with this licensing function the Council (the data controller) collects personal data. Personal data may also be collected in respect of further related requests for information from the applicant/person submitting the notice. This is necessary for the performance of legal obligations on it in respect of the relevant licensing function or otherwise necessary for the performance of a task carried out in the public interest or in the exercise of official authority. These also form the basis for the further processing of the personal data by the Council in connection with the application/notice, any determination of the same and any subsequent authorisation/appeal and issues that arise during the period of the authorisation/appeal. Beyond that, the Council will retain the records for 5 years and then destroy them securely. The Council will maintain and retain public registers and these are not destroyed. The Council may from time to time extract information itself from those public registers. The Council will share with and receive information from the following:

- Statutory Consultees as defined by legislation
- Disclosure & Barring Service

in respect of data subjects who are applicants/notice givers and those who hold authorisations. It holds the personal data in a way designed to secure it from unauthorised use, loss or destruction. These measures include recruitment and training of staff, procurement of services and physical/cyber security.

The Council's privacy statement for this function is available at www.bedford.gov.uk or upon request from the Council using the address and telephone contact details elsewhere on this form. The Council will update its privacy statement from time to time and you are urged to read that statement. You have information rights that are explained at https://tinyurl.com/y7uccndm. You can exercise your information rights by contacting the Council's Data Protection Officer at dpo@bedford.gov.uk or writing to Information Governance, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP (Telephone (01234) 267422). If you believe that the Council has failed to comply with its data protection obligations you may contact the ICO at 0303 123 1113 or at www.ico.org.uk. Further contact details are available upon request.

Complaints & Enforcement Policy

Details of the Corporate Complaints Procedure and the Internal Review Procedure for both the Freedom of Information Act 2000 and the Re-use of Public Sector Information Regulations 2005 can be obtained upon request. The enforcement undertaken by the Unit is in accord with its Enforcement Policy - a copy of which is also available upon request.