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| For Official use only | |
| Signed Application Form |  |
| Personal Licence (Card Part) |  |
| Payment of £10.50 Receipt Number: |  |

**'The holder of a personal licence must, as soon as reasonably practicable, notify the relevant licensing authority of any change in his/her name or address as stated in the personal licence. It is an offence if he fails to do so without reasonable excuse.’ (Licensing Act 2003/S.127 duty to notify change of address)   
  
The 'relevant licensing authority' is the licensing authority (Council) that granted the licence originally and not the licensing authority in which the licence holder now lives.**

**You DO NOT have to send a copy of this application to the police.**

If you are completing this form by hand please write legibly in block capitals.

You are advised to keep a copy of the completed form for your records.

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| **1. What details are you changing?** (please tick) | | | |
| Name |  | Address |  |
| **2. Your Personal Licence Details** | | | |
| Licence Number: |  | | |
| **3. Your Personal Details (Existing)** | | | |
| Title (delete as appropriate) Mr Mrs Miss Other (Please State) | | | |
| Surname: | | | |
| Forenames: | | | |
| Address | | | |
|  | | | |
| Post Town: | Post Code: | | |
| **4. Your Personal Details (New)** | | | |
| Title (delete as appropriate) Mr Mrs Miss Other (Please State) | | | |
| Surname: | | | |
| Forenames: | | | |
| Address | | | |
|  | | | |
| Post Town: | Post Code: | | |
| **5. Your Contact Details** | | | |
| Phone numbers | | | |
| Daytime: | | | |
| Evening: | | | |
| Mobile: | | | |
| Email address | | | |
|  | | | |

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| **Checklist** (please tick) | |
| I have enclosed my Personal Licence |  |
| I have completed the application form |  |
| I have enclosed payment of £10.50 (cheques payable to Torbay Council) |  |

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| **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 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. | |
| Signature: | Date: |

**Please send your completed form to:**

**Licensing and Public Protection  
Torbay Council  
Town Hall  
Castle Circus  
Torquay   
TQ1 3DR**