

Notification of change of name and address

Licensing Act 2003 (Section 127)

Please ensure that you read the application fully before submitting to the local licensing authority as it contains information that may not be applicable to all applicants. If you are unsure of anything please contact the local licensing authority before submitting your application.



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.

As part of your application you must return both 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 hasn't been re-issued to you within the past two years of the date of this change of address application, you will need to provide us with an up to date photo as part of your application.

Name: (as stated on existing licence)

Date of Birth:

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).....
.....
.....

Change of address: (if applicable)

.....
.....

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**

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.

Contact details

Please confirm the following details should we need to get in contact with you for any reason in connection with this application;

Contact telephone number:

Email address:

Right to work

For applications made on or after 6 April 2017, where an applicant's immigration permission to live and work in the UK is time-limited, a personal licence may be issued. However, it will become invalid when the immigration permission expires. In the event that the Home Office cuts short or ends a person's immigration permission (referred to as curtailment or revocation), any licence issued in respect of an application made on or after 6 April 2017 will automatically lapse.

If you applied for your initial personal licence after 6 April 2017 please provide your current right to work share code below if required.

online right to work share code

Further details on how to receive a right to work share code can be found on the following link;

<https://www.gov.uk/prove-right-to-work/get-a-share-code-online>

Designated Premises Supervisors

Please indicate if you are named as the designated premises supervisor on a licence held with Cambridge City Council. Leave blank if non-applicable.

Premises Name PRECAM reference

Please note if you are named as a designated premises supervisor that under the Licensing Act 2003 you are also required to submit an application to update the premises licences in turn. That applies to licences held outside of our authority but noting those would be made direct to the authority in which the licence is held and not us in that instance.

Declaration:

Signature: **Dated:**

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

To Apply:

Wherever possible we request payment be made by calling 01223 457890. Ask for 'licensing' when prompted. 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.

To apply, please email a completed, signed copy of this form to licensing@cambridge.gov.uk with a copy of the receipt of payment, scans or photos of the card and paper part of your licences and an up to date photo if your licences haven't been re-issued to you in the past two years. Note if you've had to pay for replacement licence copies the receipt will indicate the absence of the missing licences. In respects of the photo we will accept when applying via email a .jpg extension file of a current passport style headshot taken against a blank background.

If applying by post with payment 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.** Photos provided must be a current likeness of yourself and need to be a traditional passport style photo. **Please return your application to;** The Licensing Office, Environmental & Public Health, Communities, Cambridge City Council, Mandela House, 4 Regent Street, Cambridge CB2 1BY.

You will be committing an offence if you fail, without reasonable excuse, to comply with the above under the Licensing Act 2003.

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