

LONDON BOROUGH OF MERTON
Merton Civic Centre, London Road, Morden, Surrey, SM4 5DX

Fee £10.50p

Notice of change of personal licence holder's Name and/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 may wish to keep a copy of the completed form for your records.

1. Your personal details	
TITLE: <small>(delete as appropriate)</small> Mr Mrs Miss Ms Other (please state)	
Surname	
Former name <small>(as shown on your current licence)</small>	<small>If change by marriage or deed poll, please include a copy of the documentation.</small>
Forenames	
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 NUMBER	
EMAIL ADDRESS (if you would prefer us to correspond with you by email)	

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Address for correspondence associated with this application (if different to the address above)	
Post town	Post code
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
EMAIL ADDRESS (if you would prefer us to correspond with you by email)	

2. Your current personal licence	
Your personal licence must accompany this notice. If you are unable to send your personal licence, you must explain why you cannot do so and state your previous address/name in the box provided below.	
Details of current personal licence:	
Licensing authority	
Licence number	
Date of issue	
Date of expiry	
Print current address as stated on your licence	

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If you cannot provide your personal licence, provide a statement explaining why and state your previous name/address:

4. CHECKLIST

I have	Please tick ✓ yes
• Enclosed my current personal licence or a statement of the reasons of any failure to provide my licence	<input type="checkbox"/>
• Made or enclosed payment of the fee for the application	<input type="checkbox"/>

5. DECLARATION

The Information contained in this form is correct to the best of my knowledge and belief.

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS NOTICE.

SIGNATURE		DATE	
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NOTES

Information on the Licensing Act 2003 is available on the website of the Department of Culture, Media and Sport (http://www.culture.gov.uk/alcohol_and_entertainment/default.htm) or from your local licensing authority.