

**Change of premises licence holder's name / 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.

I/We .....  
*[insert full name(s) of premises licence holder]*

**Premises licence number**

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**Part 1 - Premises details**

Postal address of premises or, if none, ordnance survey map reference, or description	
Post town	Post code
Telephone number (if any)	

**Part 2 - Applicant details**

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr  Mrs  Miss  Ms  Other title (for example, Rev)

Surname	First names
Current postal address if different from premises address	
Post town	Post code
Daytime Contact telephone number	
E-mail address (optional)	

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Merton Civic Centre, London Road, Morden, Surrey, SM4 5DX

**SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)**

Mr       Mr       Miss       Ms       Other title  
(for example, Rev)

Surname		First names	
Current postal address if different from premises address			
Post town		Post code	
Daytime Contact telephone number			
E-mail address (optional)			

**(B) OTHER APPLICANTS**

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In case of a partnership or other joint nature (other than a body corporate), please give the name and address of each party concerned.

Name
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

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

**Part 3**

<b>PREVIOUS NAME AND ADDRESS OF PREMISES LICENCE HOLDER</b>
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- I have enclosed the premises licence or relevant part of it

(If you have not enclosed the premises licence, or relevant part of it, please give reasons why not)

Reasons why I have failed to enclose the premises licence or relevant part of it
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4. CHECKLIST	
I have	Please tick ✓ yes
• Provided details of previous name & address of premises licence holder	
• Made or enclosed payment of the fee for the application	
• Enclosed the premises licence, or the relevant part of it or explanation	

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 APPLICATION.			
SIGNATURE		DATE	
CAPACITY			

**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](http://www.culture.gov.uk/alcohol_and_entertainment/default.htm) [http://www.culture.gov.uk/alcohol\\_and\\_entertainment/default.htm](http://www.culture.gov.uk/alcohol_and_entertainment/default.htm)) or from your local licensing authority.