

**Notification of change of Name or Address  
Licensing Act 2003 – Personal Licence**

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are within 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.

<b>Your personal details as shown on your Personal Licence</b>	
<b>TITLE</b> (delete as appropriate): Mr Mrs Miss Ms Other(please state)	
Surname:	
Forenames:	
<b>ADDRESS</b> (as shown on your Personal Licence)	
<b>Post Town</b>	<b>Post Code</b>
<b>Personal Licence Number</b>	

**1) YOUR NEW NAME (If you have not change your name please cross through this section)**

<b>TITLE</b> (delete as appropriate): Mr Mrs Miss Ms Other(please state)	
Surname:	
Forenames:	

**2) YOUR NEW ADDRESS (If you have not changed your address please cross through this section)**

<b>YOUR NEW ADDRESS - WHERE YOU ORDINARILY LIVE</b>	
We will use this address to correspond with you unless you complete the separate correspondence box below)	
<b>Post town</b>	<b>Post code</b>

<b>TELEPHONE NUMBER</b>	
Daytime	
Evening	
Mobile	
Email address	

**ADDRESS FOR CORESPONDENCE**

(if different from above)

--

<b>Post town</b>	<b>Post code</b>
------------------	------------------

**TELEPHONE NUMBER**

Daytime	
Evening	
Mobile	
Email address	

**Checklist:**

<b>I have</b>	<b>Please tick Yes</b>
Enclosed both parts of my Personal Licence or a statement of the reasons of any failure to provide my licence	
Enclosed a photograph of myself, endorsed as a true likeness of me by a person of standing in the community	
Enclosed payment of the fee (£10.50), Cheque should be made payable to the London Borough of Richmond upon Thames	

If you cannot enclose both parts of your Personal Licence, please explain below why you cannot

--

**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.

<b>SIGNATURE</b>		<b>DATE</b>	
------------------	--	-------------	--

**Please return the form to: The Licensing Team  
Environment Department  
London Borough of Richmond upon Thames  
Civic Centre  
44 York Street  
Twickenham  
TW1 3BZ**