

Notification if Personal Licence is stolen, lost, damaged or destroyed

As the holder of a personal licence, you must, as soon as reasonably practicable, notify the Licensing Section at East Lindsey District Council if your licence is stolen, lost, damaged or destroyed.

Please insert details below:

Name:

Address (including
postcode):

Personal Licence
Number (if known):

Telephone:

Email address:

Licence has been (please tick):

Stolen

Lost

Destroyed

Damaged (Please enclose Personal Licence if damaged)

FEE TO ACCOMPANY FORM: £10.50 (CHEQUES PAYABLE TO EAST LINDSEY DISTRICT COUNCIL)

N.B. Please note that we no longer accept cash payments for licence application fees.

The Licensing Team is able to provide facilities for licence payments by credit and debit cards. Further information on payment by credit or debit card is available by contacting the Licensing Team direct.

Signed:

Date

To be returned to: Licensing Team,
East Lindsey District Council,
Tedder Hall, Manby Park,
Louth, Lincolnshire LN11 8UP

Tel. No: 01507 601111
E-Mail: licensing@e-lindsey.gov.uk
Website: www.e-lindsey.gov.uk

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998 and the Freedom of Information Act 2000. The information that you provide will only be used for Council purposes unless there is a legal authority to do otherwise.

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information contact the Licensing Team.

Data Protection Notice – Personal Licence Application under the Licensing Act 2003

East Lindsey District Council is a Data Controller and can be contacted at:

Tedder Hall, Manby Park, Louth, Lincolnshire, LN11 8UP
Tel: 01507 601111

The Data Protection Officer for this Authority can be contacted at the same address.

We are collecting your personal data in order to process your licence application under the Licensing Act 2003 as we are the Licensing Authority.

Your personal data may be shared in the following ways as part of this application:

The law requires us to verify that applicants for personal licences have the right to work in the UK. Where necessary, we may need to verify your information with the Home Office.

The Council is required by law to disclose information about personal licence holders to the Cabinet Office as part of the National Fraud Initiative. More details are available on our website.

The Council may also share personal information with the Police as part of the licensing process. Any information sharing will be managed in accordance with relevant privacy and data protection legislation.

Your data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Some limited Premises User / Licence Holder information will be made available to the public as the Licensing Act 2003 requires us to maintain a Register of Licence Applications. The Register includes the name of the licence holder.

In line with our retention policy your data will be kept for the period of time that you hold a licence with this Authority and then for a further 6 years after your licence expires. The data will then be deleted / destroyed.

We also keep data for six years from the resolution of an unsuccessful licence application or the resolution of legal proceedings.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Tel: 0303 123 1113

If you do not provide the information required on the form then we will not be able to process your licence application.

For further information on our Data Protection Policies please go to our website: www.e-lindsey.gov.uk