

# Notification of change in name and/or address of Premises Licence holder in accordance with Section 33 of the Licensing Act 2003

To: The Licensing Team, East Lindsey District Council, Tedder Hall, Manby Park, Louth LN11 8UP

I, \_\_\_\_\_

give notice of the change in my address and/or my name as shown on my Premises Licence in accordance with Section 33 of the Licensing Act 2003 as specified below.

The Premises Licence number is: \_\_\_\_\_

Postal address of premises or, if none, Ordnance Survey map reference or description:

\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone number  
at premises (if any): \_\_\_\_\_

Email address: \_\_\_\_\_

Changes: \_\_\_\_\_  
\_\_\_\_\_

My name has changed to: \_\_\_\_\_

My address has changed to: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

**Enclosed with this notice are:**

1. The notification fee of £10.50 (cheques should be made payable to East Lindsey District Council)
2. The original parts of my premises licence or a statement giving reasons why these have not been enclosed

N.B. Please note that we no longer accept cash for the payment of licence application fees. The Licensing Team is able to provide facilities for licence payments by credit or debit cards. Further information is available by contacting the Licensing Team direct.

*Please continue overleaf*

If you have not enclosed the premises licence referred to above, please give the reasons why not:

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Signature of applicant or applicant's solicitor or other duly authorised agent. If signing on behalf of the applicant please state in what capacity.

Signature: \_\_\_\_\_

PRINT name of signatory: \_\_\_\_\_

Date: \_\_\_\_\_

Capacity: \_\_\_\_\_

It is an offence under section 158 of the Licensing Act 2003 to make a false statement in or in connection with this notification. It is also an offence under Section 33(6) to fail to notify the Licensing Authority of a change of name or address. In both cases the maximum fine on conviction is level 5 on the standard scale.

*Form last revised November 2108*

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998.  
The information you provide will only be used for Council purposes unless we are required by law to do otherwise.

## 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](http://www.e-lindsey.gov.uk)