



Change of Name or Address – Section 127

Personal Licence holders have a duty under the Licensing Act 2003 to notify their Licensing Authority of any change in name such as a change by deed poll or a marriage. Furthermore, the Personal Licence holder must notify their Licensing Authority of any changes of address. They will remain licensed by the Authority who issued their initial personal licence even if they have moved out of the district. Remember that it is an offence not to notify the Licensing Authority within a reasonable time period.

For a change in address the personal licence holder should return their Personal Licence Summary (photocard) with the completed form and payment for £10.50. The fee is set by Central Government and is a national fee. Cheques should be made payable to Arun District Council.

For a change in name, the personal licence holder should return both their Personal Licence and their Personal Licence Summary (photocard) with the completed form, payment for £10.50 and a certified copy of the official document which certifies the change of name such as a Marriage Certificate or Deed of Change of Name. Arun District Council officers will certify copies for our own purposes providing the original is presented for inspection.

If you are a Designated Premises Supervisor you should notify the Licensing Authority who have issued the Premises Licence of any changes to your name or address. They may or may not require you to provide them with information and /or a payment to cover the administrative costs of issuing new licences.

If you are licensed by Arun District Council you should send your documents to:

The Licensing Team
Environmental Health
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

Tel: 01903 737755
Email: licensing@arun.gov.uk
www.arun.gov.uk/licensing



LICENSING ACT 2003
SECTION 127

Notice of Change of Name or Address

To Arun District Council, being the Licensing Authority,

I, [Your Name]

of, [Your Address]

being the holder of a Personal Licence namely:

Personal Licence Number Licensing Authority

hereby notify you of a change of my [name] and/or [address] namely:

New Name

New Address

Date I moved house or changed my name

Telephone Number

Please tick

I enclose a fee of £10.50 (cheques payable to Arun District Council) []

I enclose the Personal Licence and Summary []

I hereby state that the reasons for failing to produce the Personal Licence are:

Dated

Signed

Please address any communications to:

The Licensing Team
Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

A person commits an offence if he fails, without reasonable excuse, to comply with a requirement of section 127 of the Act. A person guilty of an offence under section 127(4) of the Act is liable on summary conviction to a fine not exceeding a level 2 on the standard scale.

DATA PROTECTION

The information contained in this form will be used by Arun District Council for the purposes as indicated and will be further used or transferred to other organisations or individuals only as the law permits