# Notification of Change of Details

Please use this form to advise of a change of name or address for the premises licence holder or designated premises supervisor and email to [licensing@southnorfolkandbroadland.gov.uk](mailto:licensing@southnorfolkandbroadland.gov.uk)

This form is not to be used to transfer the premises licence. There is a separate form for transferring a premises licence.

|  |  |
| --- | --- |
| Premises number: |  |
| Premises name: |  |
| Address including postcode: |  |

Please insert your new details

|  |  |
| --- | --- |
| Full name: |  |
| Address including postcode: |  |

Please insert your old details (as they appear on your licence)

|  |  |
| --- | --- |
| Full name: |  |
| Address including postcode: |  |

I enclose:

Paper licence (including summary):

If these cannot be produced a statement of explanation (below):

|  |  |
| --- | --- |
| Statement of explanation |  |

Signed:

Date:

**How we use your data**

Broadland District Council and South Norfolk Council take your privacy seriously and will only use your personal data to process applications, process payments for applications, issue licences, generate annual fees, investigate complaints, undertake enforcement action, offer advice, and provide information and updates to legislation and guidance.

Each Council is what is known as the ‘Data Controller’ for your data, and act as independent, sole data controllers. The Council where the premises are located is the ‘Data Controller’ for your personal data for the duration of your licence.

We may check the information collected on this form, which may involve sharing your data with other agencies or individuals such as other officers within the Council, Legal Providers, Councillors who sit on the Licensing Committee, Disclosure & Barring Service, Home Office, Security Industry Authority, Department for Digital, Culture, Media & Sport, additional Local Authorities, and additional Constabularies. We may also use or pass information to certain third parties to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

Who we may and will share your personal data with will be contained within the privacy notice.

By signing this declaration you authorise us to collect, process and retain your personal data as described in the [**privacy notice**](https://www.southnorfolkandbroadland.gov.uk/data-protection).