# Notification of Personal Licence Holders Change of Name or Address

Please insert your new details

|  |  |
| --- | --- |
| Full name: |  |
| Address including postcode: |  |
| Personal licence number: |  |

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

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

If you are named as a Designated Premises Supervisor for a premises within the South Norfolk or Broadland districts, please insert:

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

If you are named as a Designated Premises Supervisor for a premises outside of these districts, please ensure you notify the relevant Licensing Authority.

I enclose:

Paper licence:

Identity card:

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

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

and

If you feel you have significantly changed in your appearance:

a passport sized photograph of yourself

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).