



# Elmbridge Borough Council

... bridging the communities ...

Environmental Services  
Civic Centre, High Street  
Esher, Surrey KT10 9SD  
Telephone: 01372 474750  
Fax: 01372 474915

DX: 36302 Esher

Email: envhealth@elmbridge.gov.uk

Website: www.elmbridge.gov.uk

## Notification of Change of Name or Address – Premises Licence

### Licensing Act 2003

Please use this form to notify us of either a change of name or a change of address or both if you are a holder of a Premises Licence issued by Elmbridge Borough Council.

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases please ensure that your answers are inside the boxes and written or typed in black ink. You must send us your existing Premises Licence or else make a statement as to why you cannot. You must also send us the correct fee. You may wish to keep a copy of the completed form for your records.

#### This application is to notify of:

- a) Change of Premises Licence Holder name
- b) Change of Premises Licence Holder address

#### On behalf of an:

Individual / Partnership / Company / Other (delete as appropriate)

#### 1. Old Premises Details (as shown on existing Licence)

**Full Name/s of Licence Holder/s:**

**Address of Licence Holder/s:**

**Post code:**

**Premises Licence Number: LN/**

**2. New Premises Licence Details****Full Name/s of Licence Holder/s:****Address of Licence Holder/s:****Post code:****Further contact details:**

Daytime Tel

Mobile

Email address

**Address for correspondence associated with this application (if different to the new address given above)****Post code:****4. Checklist:****I have****Please tick**

Enclosed the Premises Licence (see Note 3)

Made or enclosed payment of the fee for the application (see Note 4)

If you cannot enclose both parts of your existing Premises Licence, please explain below why you cannot. (See Note 3)

## 5. Declaration

**The information contained in this form is correct to the best of my knowledge and belief.**

It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a premises licence. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine not exceeding level 5 on the standard scale.

**Signature:**

**Date**

**Print name:**

**Capacity:**

## Notes

**Note 1.** Anyone who holds a Premises Licence is required to notify the Licensing Authority which issued their Licence of any change of name or address. The Licensing Authority will then change the details on their Premises Licence and re-issue the licence. It is a criminal offence not to notify the Licensing Authority of such changes.

At Box 1 enter the name and/or address on the **existing** Premises Licence. Please ensure you provide details of all holders of the licence whether held by an individual, partnership or company. If a company registration number has changed you cannot use this form, you must make a separate application to transfer the licence instead.

**Note 2.** This is the new name and/or address for the premises licence holder. We will ordinarily send all correspondence to the address you give including any request for annual fees.

**Note 3.** You are required to send your Premises Licence to us with this notification form. If you cannot do so you are required to make a statement in the box provide as to why you cannot.

**Note 4.** Fees. See separate fees document. We will accept payment by credit/debit card over the phone (please mark the top of your form to receive a phone call) or by cheque payable to 'Elmbridge Borough Council'. Please post your form to the address below:

Information on the Licensing Act 2003 is available at [www.gov.uk](http://www.gov.uk) or from:

The Licensing Team, Environmental Services, Elmbridge Borough Council, Civic Centre, High Street, Esher, Surrey KT10 9SD  
Tel: 01372-474750 Email: [envhealth@elmbridge.gov.uk](mailto:envhealth@elmbridge.gov.uk)  
Website: [www.elmbridge.gov.uk/licensing](http://www.elmbridge.gov.uk/licensing)