



LICENSING ACT 2003 - Section 127

Notification of change of name or address for a Personal Licence Holder

PERSONAL LICENCE NUMBER: (1) MANS

CHANGE OF NAME DETAILS:

PREVIOUS NAME DETAILS (as written on my existing personal licence):					
Title:	Mr	Mrs	Miss	Ms	Other
Surname:					
Forename(s):					

NEW NAME DETAILS:					
Title:	Mr	Mrs	Miss	Ms	Other
Surname:					
Forename(s):					

CHANGE OF ADDRESS DETAILS:

PREVIOUS ADDRESS DETAILS (as written on my existing personal licence):

NEW ADDRESS DETAILS: (Please use capitals)

TELEPHONE NUMBER AND EMAIL ADDRESS:
TELEPHONE NUMBER:
EMAIL ADDRESS:

I will pay the fee of £10.50 (please note we do not accept cash or cheques – card payments only)

I have enclosed two recent passport photos

*(I enclose my original Personal Licence (the badge and paper licence)

*(I hereby state that the reasons for failing to produce my Personal Licence are):

.....
.....

Signed: _____ Dated: _____

(1) Enter the licence number of the Personal Licence

*(delete as applicable)

A person commits an offence if they fail, 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.

Section 127 Duty to notify change of name or address

- (1) The holder of a personal licence must, as soon as reasonably practicable, notify the relevant licensing authority of any change in his name or address as stated in the personal licence.
- (2) Subsection (1) is subject to regulations under section 133(2) (power to prescribe fee to accompany notice).
- (3) A notice under subsection (1) must also be accompanied by the personal licence or, if that is not practicable, by a statement of the reasons for the failure to provide the licence.
- (4) A person commits an offence if he fails, without reasonable excuse, to comply with this section.
- (5) A person guilty of an offence under subsection (4) is liable on summary conviction to a fine not exceeding level 2 on the standard scale.

Privacy Notice

We will use the information provided by you for assessing your application. The basis under which the Council uses personal data for this purpose is a Legal Obligation. **The information provided by you includes the following special categories of personal data:**

- **genetic/biometric data**

Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018.

The information that you have provided will be kept in accordance with the Council's retention schedule which can be found at <https://www.mansfield.gov.uk/privacy>

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used by them, your rights and the Council's Data Protection Officer (DPO) can be found on the Council's detailed privacy notice which can be found at <https://www.mansfield.gov.uk/privacy> or requesting a copy by writing to:

The Data Protection Officer
Mansfield District Council
Chesterfield Road South,
Mansfield,
Nottinghamshire
NG19 7BH.