



LICENSING ACT 2003 - Section 33
Notification of change of details on a Premise Licence

PREMISE LICENCE NUMBER ⁽¹⁾

CHANGE OF NAME DETAILS FOR PREMISE LICENCE HOLDER OR DPS

PREVIOUS NAME DETAILS (as written on the Premise Licence):

Title: Mr Mrs Miss Ms Other

Surname/Business Name:

Forename(s):

NEW NAME DETAILS:

Title: Mr Mrs Miss Ms Other

Surname/Business Name:

Forename(s):

CHANGE OF ADDRESS DETAILS FOR PREMISE LICENCE HOLDER OR DPS

PREVIOUS ADDRESS DETAILS (as written on the Premise Licence):

NEW ADDRESS DETAILS: (Please use capitals)

CHANGE OF PREMISE / BUSINESS NAME

PREVIOUS PREMISE / BUSINESS NAME (as written on the Premise Licence):

NEW PREMISE / BUSINESS NAME ((Please use capitals)

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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 the original Premise Licence

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

.....
.....

Signed: _____

Dated: _____

(1) Enter the premise licence number

*(delete as applicable)

A person commits an offence if they fail, without reasonable excuse, to comply with a requirement of section 33 of the Act. A person guilty of an offence under subsection (6) of the Act is liable on summary conviction to a fine not exceeding a level 2 on the standard scale.

Section 33 Notification of change of name or address

- (1) The holder of a premises licence must, as soon as is reasonably practicable, notify the relevant licensing authority of any change in—
 - (a) their name or address,
 - (b) unless the designated premises supervisor has already notified the authority under subsection (4), the name or address of that supervisor.
- (2) Subsection (1) is subject to regulations under section 55(1) (fee to accompany application).
- (3) A notice under subsection (1) must also be accompanied by the premises licence (or the appropriate part of the licence) or, if that is not practicable, by a statement of the reasons for the failure to produce the licence (or part).
- (4) Where the designated premises supervisor under a premises licence is not the holder of the licence, he may notify the relevant licensing authority under this subsection of any change in his name or address.
- (5) Where the designated premises supervisor gives a notice under subsection (4), he must, as soon as is reasonably practicable, give the holder of the premises licence a copy of that notice.
- (6) A person commits an offence if he fails, without reasonable excuse, to comply with this section.
- (7) A person guilty of an offence under subsection (6) 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.