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# PERSONAL LICENCE – NOTIFICATION OF CHANGE OF ADDRESS

To: The Licensing Authority  
Scarborough Borough Council  
Town Hall  
Scarborough  
YO11 2HG

I, (name) ..... of (previous address).....

.....being the holder of a Personal

Licence Number ..... and dated:..... hereby notify you of a

change of my address, to: .....

.....

and Telephone Number to .....

**(please delete where applicable) I WAS / AM a Designated Premises Supervisor in Scarborough Borough of the following Premises:**

.....  
**and have enclosed the relevant page of the Premises Licence for amendment.**

**I CONFIRM THAT, AS A DPS UNDER A PREMISES LICENCE AND WHO IS NOT THE PREMISES LICENCE HOLDER, I HAVE GIVEN THE HOLDER OF THE PREMISES LICENCE A COPY OF THIS NOTICE.**

- I enclose a fee of £10.50 made payable to Scarborough Borough Council.
- I enclose the Personal Licence (Part 1 and Part 2)

OR

- I hereby state that the reason(s) for failing to produce the Personal Licence is/are:

Dated: .....

Signed: .....

**A PERSON COMMITS AN OFFENCE IF HE FAILS, WITHOUT REASONABLE CAUSE, TO COMPLY WITH A REQUIREMENT OF SECTION 127 OF THE LICENSING ACT 2003. 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.**

\* Please delete where applicable

**Using your personal information**

*We will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or services requested or to administer and protect public funds. We may share your information with, and obtain information about you from, other departments of the Council or other organisations where it is lawful to do so, for example to check the accuracy of information or to prevent or detect crime. For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at [www.scarborough.gov.uk/gdpr](http://www.scarborough.gov.uk/gdpr) or by contacting Customer First. Our Data Protection Officer can be contacted at the Town Hall, St Nicholas Street, Scarborough, YO11 2HG (tel 01723 232323 or email [dataprotection@scarborough.gov.uk](mailto:dataprotection@scarborough.gov.uk)).*