



A great place to live, work & play

NOTIFICATION OF CHANGE OF NAME AND/OR ADDRESS

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

I,, previously known as.....

and being the holder of a Personal Licence Number dated:

and address to hereby notify you of a change of my name.

I also wish to notify you that, having formerly resided at: (*old address*)

.....

I have now changed my address to (*new address*).....

.....

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

.....

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
- I enclose proof of my change of name/address (e.g. passport, marriage certificate, driving licence etc.)

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 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).