



A great place to live, work & play

# NOTIFICATION OF LOST/STOLEN PERSONAL LICENCE

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

Name: .....

Address:  
.....  
.....  
.....  
.....  
.....  
.....

Personal Licence Number: .....

Hereby notify you that my Personal Licence has been (please tick)

Lost  Stolen

- I enclose a fee of £10.50 made payable to Scarborough Borough Council for a replacement licence

Dated: ..... Signed: .....

**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)).