

Notification of change of name and address

Licensing Act 2003



The holder of a premises licence must, as soon as reasonably practicable, notify the relevant licensing authority of any change in name or address as stated in their premises licence relating to either the licensee or designated premises supervisor.

You must return both the existing parts of your premises licence to us (parts A and B). *If you are unable to provide these to us please note you will need to pay an additional fee of £10.50 extra for a lost licence and a statement to the effect of why you have failed to provide the licence copies.*

Please update only those parts below which are applicable;

Part A – Designated Premises Supervisor

Name of designated premises supervisor: (as stated on existing licence)

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Change of name to: (If applicable)

Effective Date:

Address of designated premises supervisor: (as stated on existing licence)

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Change of address: (if applicable)

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Effective Date:

Part B – Licensee as shown on Part 2 of premises licence

Name of licensee: (as stated on existing licence)

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Change of name to: (If applicable)

Effective Date:

Please note this is only applicable to where a person who is a licence holder has changed their name for example through marriage or deed poll or where a business has changed its name. Where a licence is being transferred to a new licensee you will need to complete the appropriate transfer application and consent forms downloadable from the Cambridge City Council website.

Address of licensee: (as stated on existing licence)

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Change of address: (if applicable)

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.....

Effective Date:

Signature: **Dated:**

I certify that to the best of my knowledge and belief the information contained within this form is correct.

I enclose a fee of £10.50 (cheques payable to Cambridge City Council). Please do not post cash in the post to us.

You will be committing an offence if you fail, without reasonable excuse, to comply with the above

Please return your application to;

The Licensing Officer, Cambridge City Council, Environmental Services,
Mandela House, 4 Regent Street, Cambridge CB2 1BY

Our full environmental health privacy policy is available at
<https://www.cambridge.gov.uk/media/6335/environmental-health-privacy-notice.pdf>