

Official use only:	Date received
Payment received	Case Ref:

**LICENSING ACT 2003 PERSONAL LICENCE –
NOTIFICATION OF CHANGE OF NAME and/or ADDRESS / REQUEST FOR REPLACEMENT LICENCE**

To Sutton Council / Royal Borough of Kingston upon Thames (delete as applicable), being the Licensing Authority, I wish to notify you of a change in my name, address, or request a replacement licence (delete as applicable)

Name on current licence	
Address on current licence (including postcode)	
Email address	Telephone number
Personal Licence number (if known)	

Hereby notify you of a change of NAME	<input type="checkbox"/>
State new name (please enclose proof of the change, such as a copy of your marriage certificate)	
Hereby notify you of a change of ADDRESS	<input type="checkbox"/>
State new address (including postcode)	
Hereby apply for a REPLACEMENT LICENCE	<input type="checkbox"/>
Which has been lost	<input type="checkbox"/>
Which has been stolen	<input type="checkbox"/>
Which has been damaged	<input type="checkbox"/>
Which has been destroyed	<input type="checkbox"/>

I enclose the fee of £10.50	<input type="checkbox"/>
I enclose a new passport size photograph (we will reissue your licence using the new photograph)	<input type="checkbox"/>
I enclose my old personal licence (both ID and paper part)	<input type="checkbox"/>

Signature (personal licence holder)	Date
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See overleaf for details of how to return this form and how to make payment.


For Personal Licence holders issued by London Borough of Sutton:


The completed application should be sent to:-


London Borough of Sutton, Licensing Team, 24 Denmark Road, Carshalton, SM5 2JG.

Alternatively you can send a scanned PDF copy of your application to licensing@sutton.gov.uk

The following Payment Options are available:

 **Online:** Debit and Credit Card payments can be made using our online payment facility at https://www.sutton.gov.uk/info/200466/pay_for_it

 **Telephone:** Debit and Credit Card payments can be made by telephoning our contact centre on 020 8770 5000, selecting options 5 then 2

 **Post:** Cheques or postal orders should be made payable to 'Sutton Council'

Please note we will not process your application until payment has been made and we have received your application form. It is your responsibility to contact us if you experience a problem in paying for your application.


For Personal Licence holders issued by the Royal Borough of Kingston upon Thames:


The completed application should be sent to:-

Royal Borough of Kingston upon Thames, Licensing Team, Guildhall 2, High Street, Kingston, KT1 1EU.

Alternatively you can send a scanned PDF copy of your application to licensing@kingston.gov.uk

The following Payment Options are available:

 **Post:** Cheques or postal orders should be made payable to 'Kingston Council'

 **Telephone:** Debit and Credit Card payments can be made by telephoning our contact centre on 020 8547 5080

If you wish to pay in this way, give clear telephone contact details on the top of the application form or in a covering letter. Please note we will not process your application until payment has been made. It is your responsibility to contact us if you have not been requested to make the payment after submitting an application in this way.