



# London Borough of Hounslow

## Notification of change of Name or Address Licensing Act 2003 – Personal Licence

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are within the boxes and written or typed in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

Your personal details as shown on your Personal Licence	
TITLE (delete as appropriate): Mr Mrs Miss Ms Other(please state)	
Surname:	
Forenames:	
ADDRESS (as shown on your Personal Licence)	
Post Town	Post Code
Personal Licence Number	

### 1) YOUR NEW NAME (If you have not change your name please cross through this section)

TITLE (delete as appropriate): Mr Mrs Miss Ms Other(please state)	
Surname:	
Forenames:	

### 2) YOUR NEW ADDRESS (If you have not changed your address please cross through this section)

YOUR NEW ADDRESS - WHERE YOU ORDINARILY LIVE	
We will use this address to correspond with you unless you complete the separate correspondence box below)	
Post town	Post code

TELEPHONE NUMBER	
Daytime	
Evening	
Mobile	
Email address	

<b>ADDRESS FOR CORRESPONDENCE</b> (if different from above)	
<b>Post town</b>	<b>Post code</b>
<b>TELEPHONE NUMBER</b>	
Daytime	
Evening	
Mobile	
Email address	

<b>Checklist:</b>	
<b>I have</b>	<b>Please tick Yes</b>
<b>Enclosed both parts of my Personal Licence or a statement of the reasons of any failure to provide my licence</b>	
<b>Enclosed a passport size full face photograph of myself, endorsed on the back as a true likeness of me by a person of standing in the community</b>	
<b>Payment of the fee (£10.50) can be made by BACS, or we can call you for a card payment.</b>	

If you cannot enclose both parts of your Personal Licence, please explain below why you cannot

<b>Declaration</b>			
<p><b>The information contained in this form is correct to the best of my knowledge and belief</b></p> <p>It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a personal licence. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine not exceeding level 5 on the standard scale.</p>			
<b>SIGNATURE</b>		<b>DATE</b>	

Payment of fee: BACS

In the reference field please put payment code **C5382 V144** so it goes into the correct account. Then once you have the confirmation screen, please send a screen shot to me [licensing@hounslow.gov.uk](mailto:licensing@hounslow.gov.uk) as confirmation of the payment. **Please note until the Licensing Team have that confirmation we will be unable to process your application.**

**Re: Bank Account Details for BACS payment**

National Westminster Bank, 275-277 High Street, Hounslow, TW3 1ZA

Full Company Name: London Borough of Hounslow

A/C Name: LB Hounslow Main Account

A/C No: 20364814

Sort Code: 60-11-18

IBAN: GB79NWBK60111820364814

SWIFT BIC: WBKGB2L

I request a call to take a card payment of the fee

**Please return the form to: Community Safety & Enforcement - Licensing  
London Borough of Hounslow  
Civic Centre  
Lampton Road  
Hounslow  
TW3 4DN**