



Premises Licence – Notice of Change of Name/Address

Under Section 33 of the Licensing Act 2003, holders of Premises Licences are required to notify the relevant licensing authority if there are any changes in the names or addresses shown on the face of the licence (for example, if the holder moves to a different house or if the designed premises supervisor changes their name after marriage). This form may be used to fulfil this requirement.

When received, the licensing authority will reissue the Premise licence to show the updated details. **This form can only be used to make changes to the details of the existing persons – not to transfer the licence to a new person, or to vary the person specified as premises supervisor.**

Personal Licence Details: (as shown on current licence)

Personal Licence Number:

Trading Name and Address of Premises [including postcode]:

Name of the licence-holder:

Name of designated premises supervisor:

New Details (to be shown on reissued licence)

This notice is in respect of a change of:
(tick the boxes that are applicable)

☐ Name of licence-holder

☐ Name of DPS

☐ Trading name of Premises

☐ Address of Licence Holder

☐ Address of DPS

Amended Name:

Amended Address:

I hold a Premises Licence issued by Wokingham Borough Council. In accordance with section 33 of the Licensing Act 2003, I wish to notify the licensing authority that there has been a change in a name/ and or address on the licence, to the details shown in the relevant space(s) above.

I have enclosed with this noticed my current Premises Licence (or a statement of the reasons why it is not practicable for me to enclose the licence), and payment of the prescribed fee.

Signed:

Print Name:

Date:

Completed forms should be sent to:

Wokingham Borough Council, Shute End, Wokingham, RG40 1BN

Please ensure that you have enclosed all pages of your current Premise Licence, and payment for the prescribed fee of £10.50