

THE LICENSING ACT 2003
PERSONAL LICENCE – NOTIFICATION OF CHANGE OF ADDRESS

TO: The Licensing Officer
Tendring District Council
88-90 Pier Avenue
Clacton on Sea
Essex CO15 1TN

Licensing Office

Licensing Authority, Tendring District Council, 88-90 Pier Avenue,
Clacton on Sea, Essex CO15 1TN

Email: licensingsection@tendringdc.gov.uk General Licensing Telephone: 01255 686565

Please be aware that the Licensing Office is only open for personal callers Tuesdays and Wednesdays between the hours of 10.00 a.m. and 12.00 midday and Friday between the hours of 1.00 p.m. and 4.00 p.m. outside of these times an appointment will need to be made with a member of the Licensing Team.

1. Personal Details	
Applicant's Full Name:	
Personal Licence Number:	
Old Address:	
New Address:	
New Telephone Number:	
Mobile Number:	
Email:	
Date to Take Effect:	Immediately <input type="checkbox"/> <input type="checkbox"/> _____ (insert date)
2. Declaration	
The information contained in this form is correct to the best of my knowledge and belief. 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 [£5000].	
SIGNATURE	DATE

I enclose my current Personal Licence and Badge herewith, together with the fee of £10.50 and should be glad to receive an updated Licence and Badge as soon as possible.

OFFICE USE ONLY

Paper Licence Returned

ID Card Returned

Application Fee of £10.50

Receipt Number