

**THE LICENSING ACT 2003**  
**PREMISES 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](mailto: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.

<b>1. Personal Details</b>			
Applicant's Full Name:			
Premises 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)
<b>2. Declaration</b>			
<b>The information contained in this form is correct to the best of my knowledge and belief.</b>			
<b>IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION</b>			
<b>SIGNATURE</b>		<b>DATE</b>	

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

**OFFICE USE ONLY**

Paper Licence Returned     Application Fee of £10.50     Receipt Number .....

Change of Address:            Licence Holder             DPS