

Licence change of details form

Please use this form for change of name, address, operator, or company name.
Note: this form cannot be used to transfer any licences.

If you **only** require an email and or phone number change this does not require a form to be completed, please email licensing@westsuffolk.gov.uk

Reprints of all paper licenses are charged at £10.50. The Licensing Team will contact you for payment following submission of this form.

1. Licence type Please tick choices as appropriate	
Alcohol and entertainment licence Premises, Club or Personal licence	
Driver, operator or vehicle licence	
Street trading and vending licence including pavement licences	
Gambling or small society lottery	
Other (please specify)	
2. Current licence details	
Licence number	
Forenames	
Surname	
Company name (if applicable)	
Permanent address (This will be used for all correspondence)	Address: Postcode:
Email address	
Telephone number	
Operator name (if applicable)	
Operator number (if applicable)	
3. Details to be amended Please complete as appropriate	
Forenames (if applicable) Please provide evidence	
Surname (if applicable) Please provide evidence	

Company name (if applicable) Please provide evidence		
Previous address	New address Please provide evidence	
Postcode:	Postcode:	
Email address (if applicable)		
Telephone number (if applicable)		
Operator name (if applicable)		
Operator number (if applicable)		
4. Declarations (please read and tick box)		
I declare that the answers to the questions are correct		
I have provided relevant evidence where applicable		
5. Privacy and responsibility		
Privacy notice West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. The Data Protection Officer can be contacted at the same address. We are collecting your personal information in order to process your application. For more information on this see: How we use your information (Why we take your information) on the website. Your data will not be shared with third parties unless used for council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation, for example we will share your data with Defra so that Defra can create a database to support the operation of charging clean air zones by local authorities or other air quality plans. Your data will be kept in line with our retention policy. You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format, please contact the Data Protection Officer. Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF Phone: 0303 123 1113.		

If you do not provide the information required on the application form, then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence.

For further information on our Data protection Policies please go to our website: [West Suffolk Council - How we use your information](#) or email: data.protection@westsuffolk.gov.uk

Fraud Act 2006

Applicants are advised that to make a false statement, knowingly or recklessly or omit any information from this application is an offence punishable on conviction by a fine or imprisonment for a term not exceeding two years or both.

I hereby declare that I fully understand, have read and checked the details and questions on this application form and the foregoing statements are true.

I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation within this application, or fails to disclose information in order for me to obtain a licence.

I am fully aware that the provision of a false statement, or information in order to obtain a licence is an offence under the above act which may result in the refusal of this licence application and any subsequent licence applications.

I am also aware that any licence granted as a result of breaching the above act will be immediately revoked.

6. Signature	
Name (block capitals)	
Signature	
Date	

This completed form and all supporting documents should be submitted electronically to the licensing department – licensing@westsuffolk.gov.uk