

Licensing Act 2003

Change of Name and Address form for the: Premises Licence Holder/or Designated Premises Supervisor (please delete)

As the holder of a premises licence, you must, as soon as reasonably practicable, notify the Licensing department at Harlow Council of any change in the name or address of the designated premises supervisor stated on your premises licence, or yourself

Please insert change of details below:

Name:

Address:

Postcode:

Telephone:

Email (optional)

Fax Number

Date change of name and/or address takes effect:

Premises Licence Enclosed: (Please tick) **Yes** **No**

If no, please give a statement of reasons for failure to provide the Licence:

FEE TO ACCOMPANY FORM: £10.50 (CHEQUES PAYABLE TO HARLOW COUNCIL)

Signed:

Date:

To be returned to: Licensing Department
Harlow Council
Civic Centre
The Water Gardens
Harlow, Essex
CM20 1WG