

Personal Licence Notification of Change of Name And/Or Address

Name Of Licence Holder	
Licence Number	
Issue Date Of Licence	
Previous Address Details	
Current Address Details	
Telephone Number	
E-Mail Address	
Changes To Name (If Applicable)	
Address For Correspondence (If Different From Above)	
Telephone Number	
E-Mail Address	

I Am Unable To Supply The Original Licence And/Or Photo-Card For The Following Reason(s):-

I Have Enclosed The Following (Please ✓)

• Payment Of £10.50	
• 2 Passport-Sized Colour Photographs	
• Original Licence & Photo-Card	

**HOW WE COLLECT AND USE INFORMATION**

The information collected, on this form and from supporting evidence, by Stockton-on-Tees Borough Council will be used to process your application. The information may be passed to the Department of Social Security, Employment Service and Inland Revenue and such other Departments of the Council and external organisations but only if the law permits us to do so.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include Government Departments and local authorities. Stockton-on-Tees Borough Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, please contact us at the address above.

Signature		Date	
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When completed, please return this form together with the required fee to either:-

- In Person to the Customer Service Centre, Stockton Central Library, Church Road, Stockton on Tees; or by post to:
- Licensing Service, Municipal Buildings, Church Road, Stockton on Tees TS18 1LD together with the appropriate fee

Payment can be made in the following way

IN PERSON
Make your payment at the Cashiers Department located within the Customer Services Centre, Stockton Central Library, Church Road, Stockton-On-Tees. Please ensure that you quote the name of your premise when making payment and then produce your receipt and application form to a member of the Customer Services Team.
BY PHONE 01642 526558
Make your payment using your debit or credit card. Please ensure that you quote the name of your premise and type of application when making your payment.
BY BACS TRANSFER
Please email either licensing.administration@stockton.gov.uk or banking.income@xentrall.org.uk to advise the date of payment and amount to be paid. Please ensure that you quote the name of your premise and type of application with your BACS payment/remittance advice to ensure that your record can be updated accordingly.
Account Name: Stockton-On-Tees Borough Council – General Account
Account No: 07436998
Sort Code: 55-61-00
Bank Address: National Westminster Bank 123 High Street Stockton-On-Tees TS18 1AY
UK IBAN No: GB51NWBK55610007436998

For Office Use Only:

Date Received:	Receipt Number:	Amount:	Officer:
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