

Notification of change in name and/or address of Premises Licence holder in accordance with Section 33 of the Licensing Act 2003

To: The Licensing Team, East Lindsey District Council, The Hub, Mareham Road, Horncastle, LN9 6PH

I, _____

give notice of the change in my address and/or my name as shown on my Premises Licence in accordance with Section 33 of the Licensing Act 2003 as specified below.

The Premises Licence number is: _____

Postal address of premises or, if none, Ordnance Survey map reference or description:

Postcode: _____

Telephone number
at premises (if any): _____

Email address: _____

Changes: _____

My name has changed to: _____

My address has changed to: _____

Postcode: _____

Enclosed with this notice are:

1. The notification fee of £10.50 (cheques should be made payable to East Lindsey District Council)
2. The original parts of my premises licence or a statement giving reasons why these have not been enclosed

N.B. Please note that we no longer accept cash for the payment of licence application fees. The Licensing Team is able to provide facilities for licence payments by credit or debit cards. Further information is available by contacting the Licensing Team direct.

Please continue overleaf

If you have not enclosed the premises licence referred to above, please give the reasons why not:

Signature of applicant or applicant's solicitor or other duly authorised agent. If signing on behalf of the applicant please state in what capacity.

Signature: _____

PRINT name of signatory: _____

Date: _____

Capacity: _____

It is an offence under section 158 of the Licensing Act 2003 to make a false statement in or in connection with this notification. It is also an offence under Section 33(6) to fail to notify the Licensing Authority of a change of name or address. In both cases the maximum fine on conviction is level 5 on the standard scale.

Form last revised February 2023

Your information will be processed in accordance with the law, in particular the Data Protection Act 1998.
The information you provide will only be used for Council purposes unless we are required by law to do otherwise.

Data Protection Notice – Licence, Permit or Registration Application under the Gambling Act 2005

East Lindsey District Council is a Data Controller and can be contacted at:

The Hub, Mareham Road, Horncastle, Lincolnshire LN9 6PH.

Tel: 01507 601111

The Data Protection Officer for this Authority can be contacted at the same address.

We are collecting your personal data in order to process your licence, permit or registration application under the Gambling Act 2005 as we are the Licensing Authority.

Your personal data may be shared in the following ways as part of this application:

The Council may share personal information with the Police and the other Responsible Authorities as part of the licensing process. Any information sharing will be managed in accordance with relevant privacy and data protection legislation.

Your data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Some limited licence, permit or registration holder information will be made available to the public as the Gaming Act 2005 requires us to maintain a Register of Applications. The Register includes the name of the licence, permit or registration holder.

In line with our retention policy your data will be kept for the period of time that you hold an authorisation with this Authority and then for a further 6 years after your authorisation expires. The data will then be deleted / destroyed.

We also keep data for six years from the resolution of an unsuccessful application or the resolution of legal proceedings.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. 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:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113

If you do not provide the information required on the application form then we will not be able to process your licence application.

For further information on our Data Protection Policies please go to our website: www.e-lindsey.gov.uk