

NOTIFICATION OF CHANGE OF NAME OR ADDRESS

(PERSONAL LICENCE HOLDERS)

**PERSONAL LICENCE NUMBER:**

**CHANGE OF NAME DETAILS:**

<b>PREVIOUS NAME DETAILS:</b> <i>(as written on my existing personal licence)</i>	
Title:	
Mr	Mrs
Miss	Ms
Other	
Surname:	Forename(s):

<b>NEW NAME DETAILS:</b>	
Title:	
Mr	Mrs
Miss	Ms
Other	
Surname:	Forename(s):

**CHANGE OF ADDRESS DETAILS:**

<b>PREVIOUS ADDRESS DETAILS:</b> <i>(as written on my existing personal licence)</i>

<b>NEW ADDRESS DETAILS:</b>

**ENCLOSURES**

1. A cheque for £10.50 made payable to Bassetlaw District Council for the prescribed notification fee (please note we do not accept cash); and
2. My original personal licence documents (the badge and paper licence) or a statement of the reasons for the failure to provide either or both of these documents.

<b>The reasons why I have failed to provide both of my personal licence documents are:</b>

<b>SIGNATURE</b>	<b>DATE</b>

This authority is under a duty to protect public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.