



## Application for personal licence holders to:

**Change name and/or address, replace lost/stolen/damaged licence,  
update photograph or remove expiry date**

**Licensing Team, Torrige District Council, Riverbank House, Bideford, EX39 2QG**

1. Your personal details (as shown on your current Personal Licence)	
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname	
Forenames	
ADDRESS (as shown on your current Personal Licence)	
Post town	Post code
Your Personal Licence Number	

2. Your new details (if applicable)	
<b>Your new name</b> (if you have not changed your name please cross through this section)	
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname	
Forenames	
<b>Your new address</b> (if you have not changed your address please cross through this section)	
Post town	Post code
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
Email address	

3. Correspondence Address	
Address for correspondence associated with this application (if different to the address above)	
Post town	Post code
TELEPHONE NUMBERS	
Daytime	
Evening	
Mobile	
Email address	

4. Reason for application	Please tick
Change of name and/or address	
Application for a copy licence where a licence has been lost	
Application for a copy licence where a licence has been stolen	
Application for a copy licence where a licence has been damaged	
Update to photograph following change of appearance etc.	
Removal of expiry date following abolition of requirement to renew licence	

5. Checklist	Please tick
I have enclosed my TDC Personal Alcohol Licence	
I have enclosed my TDC Personal Alcohol Licence Badge	
I have enclosed payment of the appropriate fee (£10.50) <b>(cheques payable to Torridge District Council, cash payments are not accepted)</b>	
I have enclosed two photographs of myself, one of which is endorsed as a true likeness of me by a solicitor or notary, a person of standing in the community or any individual with a professional qualification. <b>(Only required if updating your photograph)</b>	

6. Declaration			
<b>The information contained in this form is correct to the best of my knowledge and belief.</b>			
It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a personal licence. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement.) To do so could result in prosecution and a fine not exceeding level 5 on the standard scale [£5000].			
<b>SIGNATURE</b>		<b>DATE</b>	

### Privacy Notice

Torridge District Council collects stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.

Our lawful basis has been determined as:

Public Task – in relation to personal data

Substantial Public Interest – in relation to ‘special category’ personal data

Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.

Personal information provided on this form may be shared with third parties where we are legally obliged to do so, or where this is necessary to enable us to provide the service requested.

To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages of our website

Website: <http://www.torridge.gov.uk/privacypolicy/>

Alternatively, a full copy of our privacy policy can be viewed at our main office or a copy can be requested by writing to the Data Protection Officer at Riverbank House, Bideford, Devon, EX39 2QG.