

## Notification of change of name and address

To Council, being the Licensing Authority  
of

I,  
of

[Premises Licence Holder] [Designated Premises Supervisor]  
in respect of premises known as  
hereby notify you of a change of [name] [address] of [Premises Licence Holder] [Designated  
Premises Supervisor] namely:

† I enclose a fee of £\*

† [I hereby enclose [the appropriate part of] the Premises Licence].

† [I hereby state that the reasons for failing to produce the licence (or part) are:

Signed \_\_\_\_\_ ]  
Dated \_\_\_\_\_

MKC collect and use information about you so that we can provide you with council services. Full details about how we use this data and the rights you have around this can be found at [www.milton-keynes.gov.uk/privacy](http://www.milton-keynes.gov.uk/privacy). If you have any data protection queries, please contact the Data Protection Officer at [data.protection@milton-keynes.gov.uk](mailto:data.protection@milton-keynes.gov.uk) -----

*Delete words in square brackets which do not apply*

**Note: Where Notice is given by the Designated Premises Supervisor, who is not the Premises Licence Holder, a copy must be forwarded to the Premises Licence Holder.**

A person commits an offence if he fails, without reasonable excuse, to comply with a requirement of section 33 of the Act. A person guilty of an offence under subsection 33(6) of the Act is liable on summary conviction to a fine not exceeding level 2 on the standard scale.

\* Contact the Licensing Authority to obtain the amount of the current prescribed fee which must accompany this application.

† These paragraphs only apply to a notification by the holder of the Premises Licence as appropriate.