



**North Tyneside Council**

**Notification of change of name or address for a Personal Licence Holder**

Personal licence number.....

**Change of Name Details**

<b>Previous Name (as written on existing personal licence)</b>
Title:
Surname:
Forename(s):

<b>New Name</b>
Title:
Surname:
Forename(s):

**Change of Address Details**

<b>Previous Address Details</b> (as written on existing personal licence)
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<b>New Address Details</b>
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**Date of Change**.....

**Telephone number and email address:**

<b>Telephone number</b> .....
<b>Email address</b> .....

There is a £10.50 administration fee to update and reissue the licence. BACS payment detail enclosed. Once complete please email this form and payment details to: **liquor.licensing@northtyneside.gov.uk**  
The current licence must be returned to Liquor Licensing, The Killingworth Site, Harvey Combe, Killingworth, Newcastle upon Tyne, NE12 6QQ, or reason given as to why this is not possible. For example – is has been lost.

I have returned my original Personal Licence (the card and paper licence)

The reason for failing to return my original Personal Licence (the car and paper licence) is .....

Date of Payment..... Method of Payment.....

Name..... Signed:..... Date.....

It is a legal requirement that the holder of a personal licence must, as soon as reasonably practicable, notify the relevant licensing authority of any change in his name or address as stated in the personal licence. To change the name or address on a personal licence you must apply to the licensing authority which issued it even if you have since moved to a different area.

## Payment by BACS

The information required by your Bank is as follows:

Account Name:	North Tyneside Council
Bank Name:	Barclays Bank plc
Address:	Percy Street, Newcastle upon Tyne, NE1 4QL
Sort Code:	20-59-42
Account No:	43141551
IBAN No:	GB95 BARC 20594243141551
BIC No: (Swift)	BARC GB21 08J
Remittance Address:	North Tyneside Council Income Management Section Quadrant East Cobalt Business Park Newcastle upon Tyne NE27 0BY
E-mail address	<a href="mailto:remittances@northtyneside.gov.uk">remittances@northtyneside.gov.uk</a>

Please ensure that your bank quotes your name and if possible, your licence number as the reference.