



# Notification of change of name and or address or Request for additional copies of premises licence

Licensing, Town Hall, Feethams, Darlington. DL1 5QT Telephone: 01325 405888 Fax: (01325) 405983  
Web site: <http://www.darlington.gov.uk> Email: [licensing@darlington.gov.uk](mailto:licensing@darlington.gov.uk)

This application form should be completed in **BLOCK CAPITALS** using black ink and accompanied by: -

- Fee of £10.50
- Premises licence (Parts A & B) or statement of reasons for the failure to produce the licence

Any queries please telephone the Licensing Section on 01325 405888

**Premises Name**

**Premises Licence Number**

**Please indicate what you intend to change: -**

- Premises name  Go to Section A
- Premises Licence holder/s name or address  Go to Section B
- Designated Premises Supervisor's name or address  Go to Section C
- Agent details / Club secretary  Go to Section D
- Or: -**
- Request for duplicate copies of premises licence  Go to Section E

## SECTION A - CHANGE OF PREMISES NAME

**New name of premises**

**Contact Telephone No.**

## SECTION B - CHANGE OF NAME/ADDRESS OF THE PREMISES LICENCE HOLDER

**Current details**

Name	
Address	
Tel No	

Registered No	
Email (Optional)	

**New details**

Name
Address

Tel No	
Registered No	
Email (Optional)	

### SECTION C - CHANGE OF DETAILS OF THE DESIGNATED PREMISES SUPERVISOR

#### Current details

Name	
Address	
Tel No	
Personal Licence No.	
Email (Optional)	

#### New details

Name	
Address	
Tel No	
Personal Licence No.	
Email (Optional)	

### SECTION D - CHANGE OF DETAILS OF THE AGENT TO A PREMISES OR CHANGE OF DETAILS OF PERSON PERFORMING DUTIES OF A SECRETARY TO A CLUB

#### Current details

Agent/Secretary	
Address	
Tel No	
Registered No	
Email (Optional)	

#### New details

Agent/Secretary	
Address	
Tel No	
Registered No	
Email (Optional)	

Please ensure that you have completed the notification form correctly and that you have enclosed the relevant fee and associated documents.

#### Check List

Please ✓ Yes

- I have made or enclosed the appropriate fee
- I have enclosed my existing licence (and badge, if applicable)

If you have not enclosed a copy of your premises licence with this notification please give a detailed explanation in the box below.

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

Signature	
Date	
Capacity	