



# Licensing Act 2003

## Personal Licence

### Notification of Change of Name and/or Address

Under Section 127 of the Licence Act 2003 the holder of a personal licence must, as reasonable practicable notify the licensing authority who issued the personal licence of any change of name and/or address. The notice must be accompanied by the appropriate fee and the original personal licence (photo-card and paper) for the changes to be recorded on it.

Once completed, send to:-

- Environmental Health - Licensing, Borough Council of King's Lynn & West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX

#### 1. Existing Licence Details

Personal Licence Number:	
Holder's full name:	
Holder's Address:	

#### 2. Change of Name and/or Address – New Details

Holder's Full Name:			
Address:			
Address for correspondence only (if applicable):			
Contact telephone number:			

Signature (PLH)		Date	
Insert the date the change is effective from:			

#### Checklist

Please tick✓

•	I enclose the fee of £10.50 (cheques should be made payable to 'BCKLWN'). <u>PLEASE NOTE</u> that the authority does not accept cash.	<input type="checkbox"/>
•	I have enclosed both parts of my personal licence (photo card and paper). If your personal licence has been lost, stolen or damaged then please complete the form overleaf.	<input type="checkbox"/>

## PERSONAL LICENCE – LOSS/THEFT/DAMAGE REPORT

Under Section 126 of the Licensing Act 2003

Please tick✓

Is either part of the personal licence:	Lost or Stolen?	
	Damaged?	
<p><b>What are the circumstances of the loss, damage or theft?</b></p>		
<b>Signature:</b>		<b>Date:</b>

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the licensing services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Licensing Act 2003.

Your data will be used for this specific purpose and may be passed to such third parties, including Council departments and other agencies where there is lawful authority to do so, including for the purposes of preventing or detecting fraud or other crimes.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system.

Your personal information will be kept for as long as you require a licence and for a period after the service is terminated. You can find more information about our retention policy on the [privacy notice](https://www.west-norfolk.gov.uk/privacy) page which can be found at the following link <https://www.west-norfolk.gov.uk/privacy>. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does

with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our [Data Protection](https://www.west-norfolk.gov.uk/dataprotection) page which can be found at the following link <https://www.west-norfolk.gov.uk/dataprotection>

If you are unhappy with the way your personal information is being handled you can contact the [Independent Information Commissioner, website: https://ico.org.uk/](https://ico.org.uk/).