

## Notification of change of name or address

Licensing Team, Milton Keynes Council, Regulatory Unit, Civic Offices,  
1 Saxon Gate East, Milton Keynes, MK9 3EJ

*Please refer to footnotes for help in completing this form*

I <sup>(1)</sup>

-----

being the holder of a Personal Licence

Details <sup>(2)</sup>

-----

hereby notify you of a change of my name and address <sup>(3)</sup>

-----

-----

-----

Contact telephone number:

-----

I enclose a fee of £10.50 (Cheques payable to Milton Keynes Council)

-----

\*[I enclose the Personal Licence – card and paper copy]

\*[I hereby state that the reasons for failing to produce the Personal Licence are: <sup>(5)</sup>

-----

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)

Dated -----

Signed -----

\* *Delete words in square brackets which do not apply*

<sup>(1)</sup> Enter full name

<sup>(2)</sup> Enter details/ref. no. etc. of Personal Licence.

<sup>(3)</sup> Enter full address including post code.

<sup>(4)</sup> Contact the Licensing Authority to obtain the amount of the current prescribed fee which must accompany this application.

<sup>(5)</sup> if your licence is lost you will need to report this to the Police Licensing Department on 01908 686142 and obtain and quote a lost licence reference number:

**A person commits an offence if he fails, without reasonable excuse, to comply with a requirement of section 127 of the Act. A person guilty of an offence under section 127(4) of the Act is liable on summary conviction to a fine not exceeding a level 2 on the standard scale**