



Licensing Team, Lodge Road, Daventry, NN11 4FP
Tel: 01327 871100
Email: licensing@daventry.gov.uk
Website: www.daventrydc.gov.uk

**Notification of Change of Name and / or Registered address of a Club
or Alteration made to Club Rules**

Under Section 82 and 83 of the Licensing Act 2003, where a club holds a club premises certificate, the secretary of the club must notify the licensing authority of any change in the club name, relevant registered postal name and / or address, or alteration made to the rules of the club.

I

(insert full name of club secretary)

of

(insert full name and relevant registered address of club as it appears on the club premises certificate)

with club premises certificate

(insert club premises certificate number)

hereby notify the licensing authority of a change of club name to:

(insert new club name)

and / or registered postal address to:

(insert new registered postal address of club)

and / or alteration to club rules:

(insert details of amendments to club rules – continue on separate sheet if required)

with effect from

(insert date the change is due to take effect)

Checklist

- I enclose the relevant fee of £10.50 (cheques made payable to Daventry District Council)
- I enclose my original Club Premises Certificate **or**
- I am unable to return the Club Premises Certificate - please state reason _____

- I understand that if I do not comply with the above requirements my application will be returned

Fees

These may be paid by card or cheque as follows:

To make a card payment:

To make a payment and to obtain the payment authorisation code and reference number for your licence, please call our Customer Services on 01327 871100.

When making the call do not press any number for any services, listen to the options and wait on the line for a Customer Service Advisor. The Customer Service Advisor will need to know:

- your name;
- your address;
- the type of licence / permit you wish to renew; and,
- your debit or credit card details.

You will receive a payment authorisation code and reference number over the phone on completion, which will be confirmed by email or letter. You need to record the authorisation code and reference number on your application form.

Your licence / permit / certificate application will not be deemed complete without the authorisation code and reference number being recorded in the boxes provided for on the application / renewal form.

To make a cheque payment:

If paying by cheque please enclose your cheque with your application, made payable to: Daventry District Council, crossed a/c payee.

We **do not** accept cash payments by post or at our offices.

- If you have made a payment by phone / card, please complete the boxes below:

Authorisation code:	Reference number:	Amount (£):

- If you have enclosed a cheque please complete this box:

Amount (£):

Please send all documentation and fee to:

Daventry District Council
Licensing Team
Lodge Road
Daventry
NN11 4FP

If a notice required by this section of the Licensing Act 2003 is not given within the 28 days following the day on which the change of name or alteration to the rules is made, the secretary of the club commits an offence and is guilty of an offence under subsection (6) and is liable on summary conviction to a fine of any amount.

It is an offence, liable on summary conviction to a fine of any amount, under section 158 of the Licensing Act 2003 to make a false statement in or in connection with this application.

Signed Date

Capacity

Your amended licence will be sent to the address on the Club Premises Certificate. If you would like your licence sent to an alternative address please give details below.

Contact Name

Address