

TAXI & PRIVATE HIRE LICENCE HOLDERS
NOTIFICATION IN CHANGE OF DETAILS
& AUTHORISED REPRESENTATIVE

Before completing this form please read the guidance notes provided on page 2.
PLEASE WRITE IN BLOCK CAPITALS. In all cases please ensure that your answers are inside the boxes and written **IN BLACK INK.**

1.LICENCE NUMBER (Starts with PHD/CD/HD/PHV/HC as shown on the top of your Licence)	
2.LICENCE HOLDER NAME	
3. CONTACT TELEPHONE NUMBER/S & EMAIL ADDRESS (if this is not your own personal email address please ensure that you read and understand the terms and conditions below) <u>Both old and new details to be provided for crosschecking purposes.</u>	
4.PREVIOUS ADDRESS OF LICENCE HOLDER (leave blank if not updating address)	
5. CURRENT ADDRESS OF LICENCE HOLDER:	
Post town	Post code

<p>6. DECLARATION</p> <p>The information contained in this form is correct to the best of my knowledge and belief.</p> <p>I understand that the contact details given above will be used for communications sent by the Licensing Team and I will notify the local authority of any changes within 7 days.</p> <p>I understand that I have given my consent for my personal and sensitive data to be used in accordance with the Licensing Privacy Notice as detailed at www.westnorthants.gov.uk</p> <p>I understand that it is my responsibility to ensure that any 3rd party has given permission for their email address to be given and used in accordance with the Licensing Privacy Notice and ensure that any communication is passed onto me accordingly.</p> <p>It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the grant or renewal of a personal licence. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine not exceeding level 5 on the standard scale.</p>
<p>PRINT NAME:</p>
<p>SIGNATURE :</p>
<p>DATE :</p>

NOTES:

1. You must provide a current address of where the licence holder is resident and should not provide another person's address.
2. The contact details that you have given in this form will be used to correspond with you regarding any communications sent from the Licensing Team. If you have given another person's email address/mobile number of someone that will correspond on your behalf, you have given an undertaking that you will make this person aware that you have given their email address.
3. We do not issue an updated licence in respect of any change of the above details, your licence will be updated automatically on your next renewal. If you need an updated licence to demonstrate your change of address to any other organisation before your next renewal, then you must request this accordingly and pay the appropriate fee.

Forms to be returned to: **Licensing Department, The Guildhall, St Giles Square, Northampton, NN1 1DE.** Contact licensing.nbc@westnorthants.gov.uk

I MUST ADVISE THAT FAILING TO NOTIFY THE LICENSING AUTHORITY OF A CHANGE OF NAME/ ADDRESS OR CONTACT DETAILS MAY RESULT IN AN OFFENCE BEING COMMITTED