

Change of name and address

Duty to notify - Section 33 Licensing Act 2003

The holder of a premises licence must, as soon as is reasonably practicable, notify the licensing authority of any change in their name or address.

*Where the designated premises supervisor under a premises licence is not the holder of the licence, they may also notify the licensing authority of any changes in their name or address.

Where the designated premises supervisor under a premises licence gives notice as *above, they must, as soon as is reasonably practicable, give the holder of the premises licence a copy of their notification.

Additional documentation

A notification of change of name or address must also be accompanied by the premises licence (or the appropriate part of the licence) or, if that is not practicable, by a statement of the reasons for the failure to produce the licence (or part).

The licence (or part) will be updated and then returned to the holder for display/reference.

Fee

There is a fee of £10.50 that must accompany the change of name or address notification (cheques made payable to 'Lewes District Council')

Offences

A person commits an offence if they fail, without reasonable excuse, to comply with the above requirements.

A person guilty of such offence is liable on summary conviction to a fine not exceeding level 2 on the standard scale.