

Licensing Section  
Town Hall  
Crawley  
West Sussex  
RH10 1UZ



**NOTICE OF DE  
LICENCE P . SON**

**The holder of a personal licence must as soon as is reasonably practicable notify the relevant licensing authority of any change of name or address to that which is stated on the personal licence.**

**(A person must notify the relevant licensing authority of any change of name or address to that which is stated on the personal licence.)**

my address to:

**Section C - PAYMENT**

Please ensure a telephone call is made to the relevant authority to ensure that the required payment has been made and a receipt of application received.

**Section D**

I am

**CHECKLIST**

**Personal Licence - paper section**  
(This notification must be accompanied by the personal licence - or reasons why you have failed to do so)

**Personal Licence - duzevin**

**pa section**

**If you want to change your photograph, you also need to send two passport photographs, one of which must be enclosed by a qualified person**

**DECLARATION**

**The information contained in this form is correct to the best of my knowledge and belief**

**I am entitled to work in the UK and am not subject to a condition preventing me from doing work relating to the carrying on of a licensable activity. I understand that my licence will become invalid if I cease to be entitled to live and work in the UK**

**It is an offence to knowingly or recklessly make a false statement in or in connection with an application for 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**

**leong@trish**

## **GUIDANCE / HELPNOTES**

### **\*Right to work/immigration status**

**A personal licence may not be issued to an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who**

**does not have the right to live and work in the UK; or  
is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.**

**Any personal licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK**

**Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing activity. They do this in one of two ways:**

**1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or**

**2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).**

**Documents which demonstrate entitlement to work in the UK**

**An expired or current**



**Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including-**

**evidence of the applicant's own identity- such as a passport,**

**evidence of their relationship with the European Economic Area family member e.g a marriage certificate, civil partnership certificate or birth certificate, and**

**evidence that the European Economic Area national has a right of**

**applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check**

**In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition**