



Club Premises Certificate – Notice of Change of Name/Address/Rules

Under sections 82-83 of the Licensing Act 2003, clubs holding Club Premises Certificates are required to notify the relevant licensing authority if there are any changes to the club name, the registered address of the club, or the club rules. This form may be used to fulfil this requirement.

When received, the licensing authority will reissue the Club Premises Certificate to show the updated details. **This form can only be used to make changes to the details of the club that already holds the certificate – certificates cannot be transferred to a different club.**

Club Premises Certificate details *(as shown on current certificate)*

Certificate number	
Name of club	
Address of club premises	
Registered address of club (if different)	

This notice is in respect of a change of:	<i>(tick those boxes that are applicable)</i>
<input type="checkbox"/> Name of club	
Amended name of club	<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Registered address of club	
Amended registered address	<input style="width: 100%;" type="text"/>
<input type="checkbox"/> Club rules	
<input type="checkbox"/> I enclose a copy of the updated club rules.	

In accordance with section 82 and/or 83 of the Licensing Act 2003, the afore-mentioned club hereby notifies the licensing authority of a change to the name of the club, the registered address of the club, or the club rules, as shown in the relevant space(s) above.

The current Club Premises Certificate is enclosed with this notice (or a statement of the reasons why it is not practicable to enclose the certificate), along with payment of the prescribed fee.

Signed	
Print Name	
Position within club	
Dated	

Completed forms should be sent to:

Licensing, Dacorum Borough Council, The Forum, Marlowes, Hemel Hempstead, HP1 1DN

Please ensure that you have enclosed all pages of your current Club Premises Certificate, and payment for the prescribed fee of £10.50 (*cheque or postal order payable to 'Dacorum Borough Council', or credit or debit card payment only – we are unable to accept cash payments*)