



Personal Licence

Notification of THEFT/LOSS/DAMAGE

Section 126 Licensing Act 2003

Before completing this form please read carefully. Please write in **BLOCK CAPITALS** using **BLACK/BLUE INK**. Please keep all answers within the boxes. Additional paper maybe used if necessary. You may wish to keep a copy of the completed form for your records.

I request a replacement of my Personal Licence which was Stolen/Lost/Damaged/Destroyed (delete as applicable) in accordance with Section 126 of the Licensing Act 2003, as specified below:

1. Personal Licence Details	
PERSONAL LICENCE NUMBER	
2. Your Personal Details	
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname	
Forenames	
ADDRESS on the Personal Licence:	
New Telephone Numbers (if Different)	
Daytime	
Evening	
Mobile	
EMAIL ADDRESS (if you would prefer us to correspond with you by e mail)	

3. Statement explaining reason for a replacement of your personal licence:

4. Where a personal licence has been lost or stolen the holder MUST report the loss or theft to the Police:

I confirm that under S.126 (3) (b) of the licensing Act 2003 the theft/loss has been reported to the Police as required:

Police Station Reported To:

Date Reported:

Police Reference No.:

5. CHECKLIST

I have:

Please tick yes

- Completed form for THEFT/LOSS/DAMAGE and the details are correct
- Provided a statement explaining the theft, loss etc. of my personal licence
- Enclosed my damaged licence (Photo Card and Paper), **if applicable**
- I have enclosed an additional passport sized photograph
- Made or enclosed payment of £10.50 for the notification

should you wish to pay by phone please ensure you provide a current contact number, an officer will call you on receipt of your application to obtain this

If paying by cheque please make payable to: Horsham District Council

Address for correspondence to be sent to (if different to the address above):	
TELEPHONE NUMBER (Daytime/Mobile):	
EMAIL ADDRESS (if you would prefer us to correspond with you by e mail)	

8. Declaration			
<p>The information contained in this form is correct to the best of my knowledge and belief.</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>			
SIGNATURE		DATE	

NOTES

Further information on the Licensing Act 2003 is available on the Home Office website at www.homeoffice.gov.uk/publications/alcohol-drugs/alcohol/alcohol-licensing or from www.horsham.gov.uk

Please send your completed Notification to:

The Licensing Team
 Horsham District Council
 Public Health and Licensing
 Parkside, Chart Way,
 Horsham, West Sussex. RH12 1RL

Telephone: 01403 215578 / 215525
 E mail: licensing@horsham.gov.uk