



Licensing Service Rushcliffe Arena Rugby Road West Bridgford Nottingham NG2 7YG

Change of name / address of premises or personal licence holder / loss of licence or other minor amendment to a licence

Section 33 and 127 Licensing Act 2003

Give details of your current licence:

Name of Licence holder:

Personal / Premises* Licence number: *(Delete as appropriate)

I hereby give notice to Rushcliffe Borough Council to change the following details on my personal/premises* licence / declare it lost/damaged/stolen **(Delete as appropriate).*

Change of Name or other amendments to licence: (If licence is lost give details)

Change of address to: (state full address including post code)

State where you wish the amended/replacement licence to be sent:

Enclosed with this notice is:

1. The fee of £10.50 made payable to 'Rushcliffe Borough Council'
2. The original licence (both parts in the case of a personal licence)

Signature: _____ Date: _____

It is an offence under Section 158 of the Licensing Act 2003 to make a false statement in or in connection with this notification, liable upon conviction of as fine of up to level 5 on the standard scale.

Data Protection Privacy Notice

The personal information you provide will only be used by Rushcliffe Borough Council, the Data Controller, in accordance with General Data Protection Regulation 2016/ Data Protection Act 2018 to:

process your application, query or to provide a service that you are requesting

or

undertake a statutory function (also known as a 'public task')

The basis for processing this information is to enable the council to undertake a public task or to provide the service that you are requesting.

Your personal information will be included in a public register in accordance with our statutory responsibility.

Your personal data will be kept in accordance with the Council's retention policy and schedule. Details of which can be found on the Council's website at http://www.rushcliffe.gov.uk/retention_schedule/

In accordance with GDPR you have a right to:

- have a copy of the personal information that we hold about you. Details of how to obtain this are available at <http://www.rushcliffe.gov.uk/foi>
- Request that your personal data be corrected or completed.
- Complain to the Information Commissioner if you feel that your information is not being handled appropriately (<https://ico.org.uk/>)

You may also have a right to:

- have your personal data transferred (data portability).
- prevent automated processing and profiling.
- erasure (also known as the right to be forgotten).
- restrict processing.
- object to processing.

Your data protection rights are not absolute and in most cases are subject to the Council demonstrating compliance with other statutory legislation, for further information see <http://www.rushcliffe.gov.uk/privacy/>

For further details about how your personal information may be used or about your rights under data protection legislation, please contact the Council's Data Protection Officer at -

- By post: Data Protection Officer, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG.
- By email: customerservices@rushcliffe.gov.uk
- By Telephone: 0115 981 9911