

**Application for a replacement personal alcohol licence under s126(1) of the Licensing Act 2003 following loss or damage of the original.**

Only use this form to applyfor a replacement personal alcohol licence issued by East Herts Council. If your licence was issued by another authority, and you have moved to the East Herts area, please apply to the issuing authority, not to us.

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

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| --- | --- | --- | --- |
| **1. Your personal details** | | | |
| **TITLE** (delete as appropriate): Mr Mrs Miss Ms Other (please state) | | | |
| Surname    Forenames |  | | |
| **ADDRESS WHERE ORDINARILY RESIDENT (We will use this address to correspond with you unless you complete the separate correspondence box below).** | | | |
|  | | | |
| **Post town** | | | **Post code** |
| **TELEPHONE NUMBERS** | | | |
| Daytime    Evening    Mobile | |  | |
| **FAX NUMBER** | |  | |
| **EMAIL ADDRESS (if you would prefer us to correspond with you by e mail)** | | | |

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| --- | --- | --- |
| **Address for correspondence associated with this application (if different to the address above)** | | |
| **Post town** | | **Post code** |
| **TELEPHONE NUMBERS** | | |
| Daytime    Evening    Mobile |  | |
| **EMAIL ADDRESS (if you would prefer us to correspond with you by e mail)** | | |

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| **2. Reasons why you are applying to replace your personal licence** | |
| **Please say why you are applying to replace your personal licence in the box below (i.e. lost, destroyed, etc) Please enclose the remains of any damaged licence.** | |
|  | |
| **If the licence was lost or stolen, please say whether you have reported the loss or theft to the Police, and if stolen, insert the crime reference number.** | |
|  | |
| **Personal licence details (if you know them)** | |
| Number  Expiry date |  |

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| --- | --- | --- | --- |
| **3. Declaration** | | | |
| **The information contained in this form is correct to the best of my knowledge and belief.**    It is an offence knowingly or recklessly to make a false statement in or in connection with an application for the replacement 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 [£5000]. | | | |
| **SIGNATURE** |  | **DATE** |  |

|  |  |
| --- | --- |
| **4. CHECKLIST:** | |
| **I have** Please tick yes | |
| * stated my address and postcode; * provided a statement of why I need a replacement licence; * made or enclosed payment of the fee for issue of a replacement (£10.50 cheque or postal order payable to ‘East Herts Council’) * signed and dated this form. |  |
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# **NOTES**

Section 126 Licensing Act 2003 provides as follows;

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| Theft, loss, etc. of personal licence |
| (1) Where a personal licence is lost, stolen, damaged or destroyed, the holder of the licence may apply to the relevant licensing authority for a copy of the licence. |
| (2) Subsection (1) is subject to regulations under section 133(2) (power to prescribe fee to accompany application). |
| (3) Where the relevant licensing authority receives an application under this section, it must issue the licence holder with a copy of the licence (certified by the authority to be a true copy) if it is satisfied that-  (a) the licence has been lost, stolen, damaged or destroyed, and  (b) where it has been lost or stolen, the holder of the licence has reported the loss or theft to the police. |
| (4) The copy issued under this section must be a copy of the licence in the form in which it existed immediately before it was lost, stolen, damaged or destroyed. |
| (5) This Act applies in relation to a copy issued under this section as it applies in relation to an original licence. |

Information on the Licensing Act 2003 is available on the website of the Department of

Culture, Media and Sport (<http://www.culture.gov.uk/alcohol_and_entertainment/default.htm>)

and East Herts District Council website [www.eastherts.gov.uk](http://www.eastherts.gov.uk)