

# **Notification of Change of Address – Personal Licence**

To: Birmingham City Council (Licensing Section)

I …………………………………………………………………………………………………

Previous address ……………………………………………………………………………..

……………………………………………………………… Post code ……………………..

Personal Licence Number …………………………………………………………………...

***Have moved to:***

New address …………………………………………………………………………………..

……………………………………………………………… Post code …..…………………

Telephone Number …………………………… Email ……………………………………...

* Licence enclosed (Both card and paper part of personal licence need to be enclosed & must be originals)
* If Lost, mislaid or stolen – Tick this box

Signature …………………………………………………. Date ……………………………

Please return to:

Alcohol & Entertainment Licensing, Phoenix House, Garretts Green Trading Estate, Valepits Road, Birmingham, B33 0TD

Alternatively, please scan the completed form and email it to: [licensing@birmingham.gov.uk](mailto:licensing@birmingham.gov.uk)

After we’ve received your application, a licensing officer will contact you to take a debit or credit card payment for the fee (£10.50). **Please do not submit cheques or postal orders with your application as we are unable to accept them.**