

## **PERSONAL LICENCE HOLDER DUTIES**

As a personal licence holder, the Licensing Act 2003 places duties on you that must be complied with. Please see details below.

### **Change of name or address**

The personal licence holder must, as soon as reasonably practicable, notify the Licensing Authority of any change in their name or address as stated in the personal licence. It is an offence, without reasonable excuse, to fail to comply with this duty.

To change your name and address, please write to the Licensing Authority notifying them of the change of details. You must return your personal licence (card and paper licence) to the Licensing Authority with a fee of £10.50. Your records will be updated and an updated licence will be sent to you.

### **Charged with a relevant offence**

In the event that a personal licence holder is charged with a relevant, foreign or immigration offence or penalty they must produce the personal licence to the court. If the licence can not be produced, then the personal licence holder must notify the court of the existence of a personal licence, the name of the appropriate Licensing Authority and the reason why they can not produce their personal licence.

This should be done during the first appearance in the magistrate's court, or if the personal licence is granted after the first appearance, notification should be given at the next court appearance.

### **Conviction**

In the event that a personal licence holder is convicted of a relevant, foreign or immigration offence or penalty, they must, as soon as reasonably practicable after the conviction, notify the Licensing Authority of the nature and dates of the conviction and any sentence imposed.

This notification must be in writing and you must return your personal licence so that this can be updated with the conviction details.

### **Production of Licence**

Any constable or authorised officer who provides evidence of their authority may require the holder of a personal licence to produce that licence for examination. A person who fails, without reasonable excuse, to comply with this duty, is guilty of an offence.