

# Personal Licence Notification of Change

# GAMBLING COMMISSION

Please read the **guidance notes** that accompany this application **before** completing the application form.

Please **DO NOT** use this form if you hold a Personal Functional Licence (PFL) and wish to change this to a Personal Management licence (PML). Please refer to the Commission website [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk) or contact us on **0121 230 6666** for further information on what to do in these circumstances.

Please use this form to tell us about changes which would not result in a variation of the licence but are changes about which you are required to notify the Commission.

You need only complete those sections that apply. This form will be scanned therefore please complete all relevant sections in **BLACK INK** only, write clearly within the boxes and use **CAPITAL LETTERS**, except when signing or providing an email address. Leave a box space in between words and mark with a cross (X) where a check box answer is required. An example follows:

Street                 Postcode            Date of Birth

Cross (X) box

Yes  No

If you make a mistake, please fill in the box and write the correction as near to the mistake as possible (see example opposite). Do not use correction fluid to amend mistakes.

Surname

Where a fee is required – see guidance notes – you must submit it with the form. You must also submit your existing licence for amendment if required to do so (see guidance notes). If the fee and/or existing licence is not provided, the form is completed incorrectly or supporting documentation is missing, this will result in your application being delayed and may result in your application being refused or returned. If you misrepresent, or fail to reveal, information that you are asked to provide, unless you have a reasonable excuse, you will have committed an offence under section 342 of the Gambling Act 2005.

## Section 1. Existing Licence Identity – To be completed in all cases

1. Please complete and provide details of the current (PFL or PML) licence held in the UK. Please cross (X) box where required.

Full name (in which the licence is held)

Licence number

Type of Personal Licence held

a. Personal Functional Licence

b. Personal Management Licence

Date Licence issued

## Section 2. Change of address

2. Please provide details of your new address.

Property name

Property number

Street

Town/city

Postcode

Date address changed

## Section 3. Notification of convictions

3. Have you been convicted of an offence in the UK or abroad which you have not previously notified to the Commission? If yes, please provide the details below.

Yes

No

Date of conviction or action

Offence

Penalty

Location/court

Other details (including reference number)



## Section 5. Enclosures

Please indicate if enclosures have been attached (please cross (X) box)

Proof of new address if you are requesting this type of change (refer to question 2), for example a utility bill or bank/building society statement (not more than three months old) or a tv licence (not more than 12 months old).



Note: Failure to provide enclosures will cause delay and may result in refusal of your application.

Any information or material sent to us and which we record may be subject to the Freedom of Information Act 2000. The Commission's policy on release of information is available on request or by reference to our website at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk). The Commission will treat all information as confidential and will only disclose that information to people outside the Commission where it is necessary to do so in order to carry out the Commission's functions or where the Commission is required by law to disclose the information. Therefore when providing information, if you think that certain information may be exempt from disclosure under the Freedom of Information Act 2000, please annotate the form accordingly so that we may take your comments into account.

In addition, if your application is successful some of your details will be held on a public register. If any of the information on that register is inaccurate you have the right to have it corrected.

Please return this form, to:

GAMBLING COMMISSION, PO BOX 13529, BIRMINGHAM B2 2FE.