

Please note new licence documentation will only be issued when the council has received a copy of your DVLA Driving Licence and Vehicle Registration Document (where appropriate) registered in you new address.

**EAST RENFREWSHIRE COUNCIL  
LICENSING DEPARTMENT  
CHANGE OF ADDRESS and/or PERSONAL CIRCUMSTANCES**

**PLEASE COMPLETE IN BLOCK CAPITALS**

Licence Reference Number: (            )

1. Full Name

2. Full New Address including post code:

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Date change effective from: -----

3. Previous Address including post code:

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4. Home Telephone No:

5. E-Mail Address:

Mobile No:

5. Please explain here change of personal circumstances if other than change of address.

I declare that the particulars given by me on this form are true:-

Signature of Applicant:

Date:

The Data Protection Act 1998 requires East Renfrewshire Council to inform you that this form, when completed, will include information about you which can be designated "personal data" under the Act. East Renfrewshire Council has a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within the authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. As a data subject under the Act, you have the right to ask for a copy of any personal data held regarding you and to ask for any inaccurate data to be corrected.