

### **Application for a copy of a personal licence**

- Complete the attached form
- Fee - £10.50 cheque made payable to 'St Albans District Council'
- Attached a passport size photograph (which will be used to issue the replacement badge)
- Send to: Licensing Authority, St Albans City and District Council, Civic Centre, St Peters Street, St Albans, Herts AL1 3JE.

## Application for copy of personal licence

To St Albans Council  
| (Name)  
of (address)

Council, being the Licensing Authority

being the holder of a Personal Licence namely:\*

hereby apply for a copy of Personal Licence which was [lost] [stolen] [damaged] [destroyed]. The circumstances under which the Personal Licence was [lost] [stolen] [damaged] [destroyed] are as follows:†

I enclose a fee of £‡

Dated

Signed \_\_\_\_\_

*Delete words in square brackets which do not apply*

†Enter details/ref. no. etc. of Personal Licence.

‡Where the Personal Licence has been lost or stolen the holder must give details of reporting that loss or theft to the Police.

‡Contact the Licensing Authority to obtain the amount of the current prescribed fee which must accompany this application.

**Note: An appeal against this decision may be made by the applicant/the Chief Officer Police as applicable (see Schedule 5 of the Act) to the magistrates' court for the petty sessions area (or any such area) in which the premises concerned are situated within 21 days from the date of receipt of the notification of the decision.**