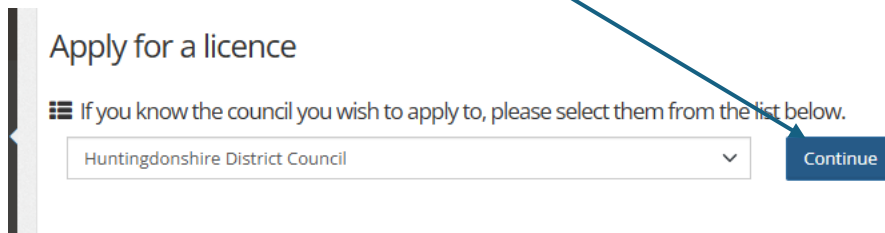


Personal Licence - Change of Name/Address - Guidance Notes

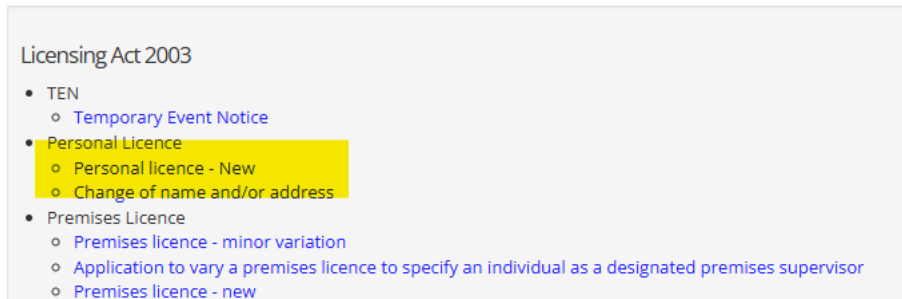
Once you have logged into the online portal, select “**Licensing**” from the left-hand Menu to open further details. Next select “**Apply for a Licence**”. if you are using a phone you will need to swipe to view this menu.

Select “**Huntingdonshire District Council**” as the local council area.

Click “continue” and ensure that Huntingdon District Council is showing in the bottom left-hand corner and not “generic”:



Next, from the list of applications available, scroll down to find Licensing Act 2003 and select either **Personal licence - New**, or **Change of name and /or address** to open the application form.



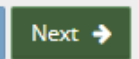
Step 1 – General Details

- Please ensure to read the additional information provided before proceeding any further
- Select **Yes** once you have read the information.
- **Contact Details:** Select **individual** and enter your name, home address, and contact details. ***Enter the details currently displayed on your licence here.***
- Select whether you are the **proposed licence holder**, or if you are an **agent** applying on the applicant’s behalf, by clicking the relevant button.

- **Agent details:** If you are the agent, ensure you have clicked the correct button (as above guidance) and complete the fields with your details.
- **Proposed licence holder details:**

Add your details, as they appear on your current licence, and include your contact details here.

Additional Contacts: There should be no need to add any additional contacts for this type of licence. If an agent is acting on your behalf they will have added their details in the above fields.

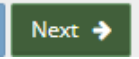
Click  to continue.

Step 2 – New Name and Address details.

New name and address details: Add your new details to this page of the application form. You can free type the address as there is no search required to find the address.

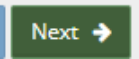
Existing Personal Licence: If you know your personal licence number, please add this here or type “unknown”. You can email us at: licensing@huntingdonshire.gov.uk to check if we have a record for you if you are unsure.

Drag and drop or upload a .jpeg or .pdf image of your current photo.

Click  to continue.

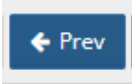
Step 3 - File Uploads.

Uploads: Drag and drop or upload proof of your change/changes here such as a scanned utility bill, deed poll or a marriage certificate etc...***please upload a document for each change or you may encounter an error message.***

Click  to continue.

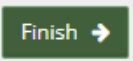
Step 4 – Confirmation

Confirm details STEP: Please read through the details you have provided if you

need to make any amendments at this stage, click  to navigate back to the relevant page.

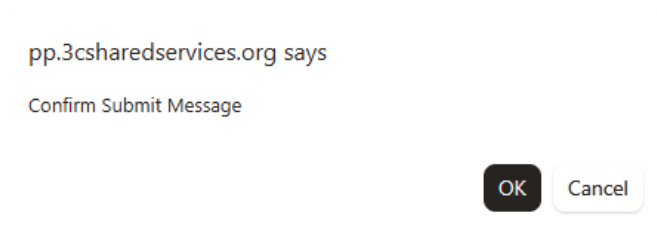
You can add any comments to the **Customer Comments** box, if you want to explain anything further.

Please ensure you click on the **No** button to change it to **Yes** to confirm that you have read and approve the disclaimer.

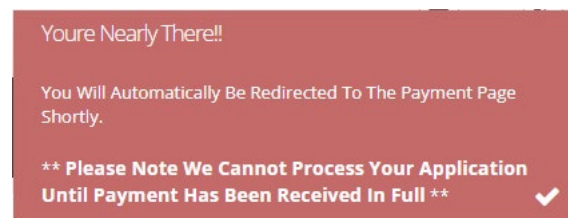
Click  to submit your application. You will then be directed to the payment page.

Please note you will no longer be able to amend your application once you have completed this page of the form.

Click OK on the message that pops up to continue

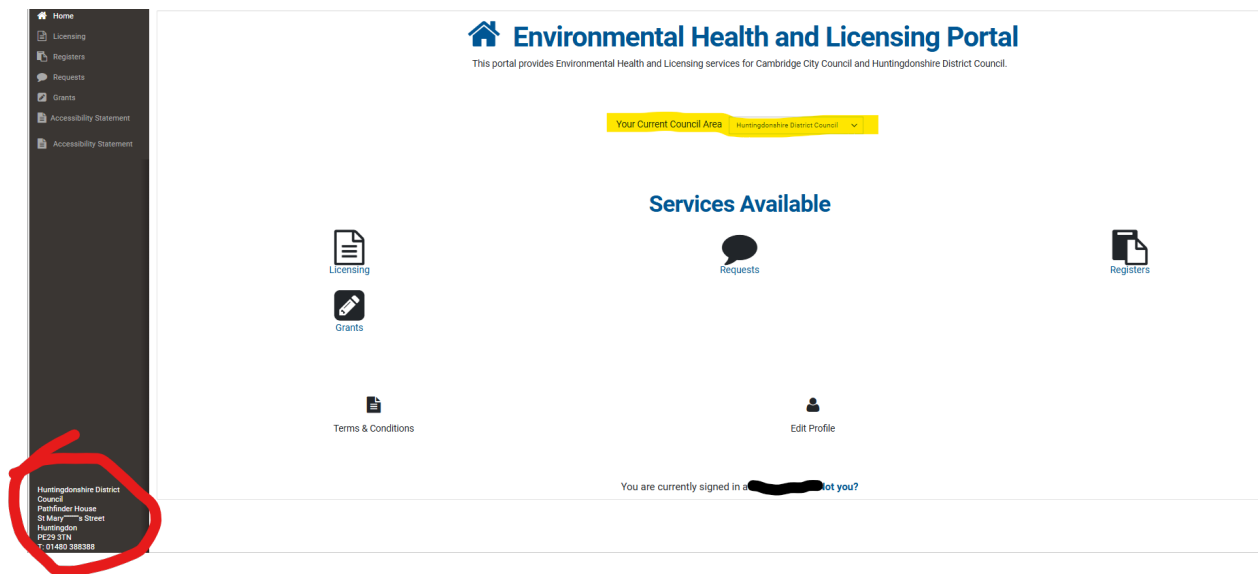


Once you have done this another message will pop up to continue.

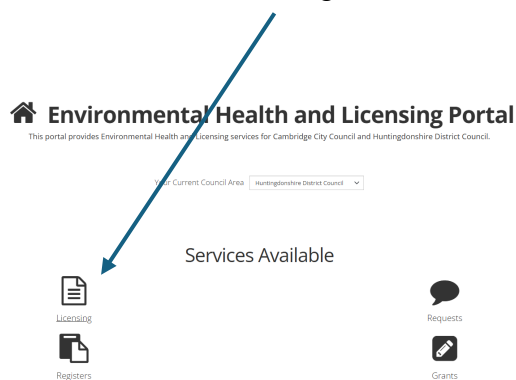


If the payment page does not appear after a few minutes, please go back into the application – refresh the page or log out and then back in again to access this.

To get the payment button to show: please make sure after selecting the council area, that the bottom left hand corner shows **Huntingdon District Council**. You may have to click on the area several times to get this to show.



Then click on “Licensing” on the Home page to access your application.



The PAY button will show at the right-hand side of the application

Submitted	Description	Cost (£)	Status	Pay
10-08-2026	Licence Fee	10.50	Unpaid	Pay

If this payment button still fails, please email us at:

licensing@huntingdonshire.gov.uk

We are currently looking into the issues customers are having with paying online and would appreciate your feedback on any issues you have experienced including error messages (images and screen shots would be helpful) and apologise for any inconvenience caused.

