

NOTICE OF SURRENDER OF PREMISES LICENCE UNDER THE LICENSING ACT 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We

Being the holder of a premises licence, notify the Licensing Authority of my/our wish to surrender the premises licence under Section 28 of the Licensing Act 2003

PART 1 – PREMISES DETAILS			
Postal address of premises or, if none, ordnance survey map reference or description			
Post town		Post code (if known)	
Telephone Number		Premises Licence Number	

PLEASE COMPLETE THIS SECTION	
Please tick ✓ yes if applicable	
<ul style="list-style-type: none"> I have enclosed the Premises Licence. There are no outstanding fees owing to the Licensing Authority in relation to this Premises Licence (Eg Annual Fee) 	<input type="checkbox"/> <input type="checkbox"/>
If you have not enclosed the premises licence, please give reasons why:	
Reasons why I have failed to enclose the premises licence:	

PART 2 - SIGNATURES			
Signature of Premises Licence Holder or holder's solicitor or other duly authorised agent. If signing on behalf of the Licence Holder, please state in what capacity.			
Signature			
Signature			
Date			
Capacity			
Contact Name (Where not previously given) and postal address for correspondence in connection with this notice.			
Post town		Post Code	
Tel. No.		E-Mail (optional)	

Any information given may be retained on computer or in our records. It will be used by the Council for the specific purposes for which it was collected and any other relevant Council purposes, including Government anti-fraud data matching – especially Benefits, Council Tax NNDR, Housing, Salaries, Employment, Pensions and Member Allowances. It will not be exchanged or sold to any unauthorised third party. Anonymised information may be used for statistical purposes.