Cheshire West and Chester Council

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	
• **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)**	☐ ☐
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)**	