



NOTICE TO SURRENDER PREMISES LICENCE

Section 28 of the Licensing Act 2003 allows a premises licence holder to voluntarily surrender a premises licence by returning it to the licensing authority, accompanied by a notice of surrender.

If it is impractical to return the licence (e.g. where it has been lost), a statement to that effect **must** be sent with the notice of surrender. A premises licence ceases to have effect when the licensing authority receives the notice of surrender.

In certain circumstances, surrendered licences can be reinstated (see Section 50 of Licensing Act 2003).

I
(full name of premises licence holder)

of
(home address of premises licence holder)

hereby notify you that I wish to surrender the premises licence -

for.....
(name and address of premises to which the notice relates)

PREM.....(number of licence, if known)

with effect from
(insert date on which you wish to surrender the premises licence)

This form must be accompanied by your premises licence document.

Please tick yes

I have enclosed the premises licence or relevant part of it (part A & part B)

or

Reasons why I have failed to enclose the premises licence or relevant part of it:

.....
.....
.....

Signed:
***only to be signed by the existing premises licence holder**

(Signature)

Name:

(Print full name)

Date:

Completed form to be returned to Licensing Section, Charnwood Borough Council,
Southfield Road, Loughborough, LE11 2TX

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also, and on occasions will be required to, share this information with other bodies responsible for auditing or administering public funds for these purposes.

Charnwood Borough Council collects personal information when you contact us for any services we provide. We will use this information to provide these services. The Council is obligated to provide public registers in relation to the licensing act and a weekly website list detailing applications. We may need to share your information with service providers and other departments within Charnwood Borough Council to ensure that you receive the best possible service. If so, this will be made clear in our privacy notice. We will not share your information with third parties for marketing purposes or any other reason unless required to do so by law.

For information about how & why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice www.charnwood.gov.uk/pages/privacynotice