

REQUEST TO BE REMOVED AS DESIGNATED PREMISES SUPERVISOR UNDER THE LICENSING ACT 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure 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 _____ being the Designated Premises Supervisor, notify the Licensing Authority of my wish to cease being the Designated Premises Supervisor under Section 41 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	
Telephone number (if any)			

Premises Licence number (if known)	
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PART 2 – DESIGNATED PREMISES SUPERVISOR DETAILS

Full name & address of outgoing Designated Premises Supervisor	
Personal Licence Number:	
Issuing Authority:	

NOTE: Please complete **Section A** if you are the Premises License Holder - if not, please complete **Section B**.

Please tick ✓ yes

Section A	
I have enclosed the Premises Licence or relevant part.	<input type="checkbox"/>
OR	
I have provided reasons why I have failed to enclose the premises licence or relevant part.	<input type="checkbox"/>
I am aware that, under Section 56, paragraph 2-4 of the Licensing Act 2003, it is a relevant offence if I fail, without reasonable excuse, to comply with the requirement to produce my existing licence.	<input type="checkbox"/>
I understand that if I do not comply with the above requirements my notification will be rejected.	<input type="checkbox"/>

Reasons why I have failed to enclose the Premises Licence or relevant part of it

Section B	
Please tick ✓ yes	
I am not the Premises Licence Holder.	<input type="checkbox"/>
I have sent a copy of this notice to the Premises Licence Holder.	<input type="checkbox"/>
I have directed the Premises Licence Holder to send the Premises Licence or relevant part to the Licensing Authority within 14 days .	<input type="checkbox"/>
I am aware that, under Section 41, paragraph 5 of the Licensing Act 2003, it is a relevant offence if I fail, without reasonable excuse, to comply with these requirements.	<input type="checkbox"/>
I understand that if I do not comply with the above requirements my notification will be rejected.	<input type="checkbox"/>

Reasons why I have failed to send a copy of this notice to the Premises Licence Holder and direct him/her to send the Premises Licence or relevant part to the Licensing Authority within 14 days.

NOTE: IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

PART 3 – SIGNATURES (please read guidance note 2)

Signature of outgoing DPS:		Date:	
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Notes for guidance

1. Describe the Premises. For example the type of Premises it is.
2. The application form must be signed.
3. Where relevant, ensure the template is completed and sent to the Premises Licence Holder.