

**REQUEST TO BE REMOVED AS DESIGNATED  
PREMISES SUPERVISOR 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 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 in respect of the following premises with effect from

Date: .....

<b>PART 1 – PREMISES DETAILS</b>			
<b>Postal address of Premises or, if none, ordnance survey map reference or description</b>			
<b>Post town</b>		<b>Post code</b>	
<b>Telephone number (if any)</b>			
<b>Premises Licence number (if known)</b>			
<b>Description of Premises (e.g. description of nature of business / type of premises)</b>			

## PART 2 – DESIGNATED PREMISES SUPERVISOR DETAILS

**Full name & address of outgoing Designated Premises Supervisor**

**Personal Licence Number:**

**Issuing Authority:**

**Please complete this section if you ARE the premises licence holder**

**Please tick √ yes if applicable**

- |   |                          |
|---|--------------------------|
| <ul style="list-style-type: none"> <li>• <b>I have enclosed the Premises Licence or relevant part.</b></li> </ul> | <input type="checkbox"/> |
|---|--------------------------|

**If you have not enclosed the premises licence, or relevant part of it, please give reasons why not**

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

**Please complete this section if you are NOT the premises licence holder**

**Please tick √ yes if applicable**

- |  |                          |
|--|--------------------------|
| <ul style="list-style-type: none"> <li>• <b>I will give a copy of this notice to the premises licence holder within 48 hours of this notice being submitted.</b></li> </ul>  | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• <b>I will give the premises licence holder within 48 hours of this notice being submitted, a notice directing the holder to send the premises licence (or if that is not practicable, a statement of the reasons why the licence cannot be submitted) to the licensing authority within 14 days.</b></li> </ul> | <input type="checkbox"/> |

**Under section 41 of the Licensing Act 2003 it is an OFFENCE if you fail, without reasonable excuse to comply with the requirements to give notice to the holder of the premises licence as set out above**

Where this notice is submitted in accordance with the requirements of section 41, of the Licensing Act 2003, the individual will be treated as if they were not the designated premises supervisor from the time that the notice is received unless the notice gives a later date to become effective.

If the licensing authority is NOT satisfied that the requirements of section 41 have been complied with, the notice will be rejected, and the individual will remain as designated premises supervisor until the requirements are complied with.

<b>Part 3 – Signatures</b>			
<b>Signature of applicant or applicant’s solicitor or other duly authorised agent. If signing on behalf of the applicant, please state in what capacity.</b>			
<b>Signature</b>			
<b>Date</b>			
<b>Capacity</b>			
<b>Contact name</b> <b>(where not previously given) and postal address for</b> <b>correspondence in connection with this notice</b>			
<b>Post Town</b>		<b>Post Code</b>	
<b>Tel. No.</b>		<b>Email (optional)</b>	