

## Surrender of Premises Licence



**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

**If you are completing this form by hand please write legibly in block capitals. In all cases please ensure your answers are within 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.**

<b>Full Name(s) of premises licence holder:-</b>	
I /We _____	
<b>being the premises licence holder, duly surrender the following licence:</b>	
<b>Part 1 – Premises details</b>	
<b>Premises Licence number</b>	
<b>Name and address of premises</b>	
<b>Part 2</b>	
<ul style="list-style-type: none"> <li>▪ I enclose the premises licence, or explanation</li> </ul>	<input type="checkbox"/>
(If you have failed to enclose your licence please give reasons why not)	
<b>Part 3 – signatures (please read guidance note 1)</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>Signature</b> .....	
<b>Date</b> .....	
<b>Capacity</b> .....	

**Contact name (where not previously given) and postal address for correspondence associated to this application (please see note 3)**

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**Post town**

**Post code**

**Telephone number (if any)**

**If you would prefer us to correspond with you by email your email address (optional)**

### **Notes for Guidance**

1. The application form must be signed
2. The applicant's agent (for example solicitor) may sign the form on their behalf provided they have the actual authority to do so
3. This is the address we will use to correspond with you about this application