

**NOTICE WHERE DESIGNATED PREMISES SUPERVISOR IS NOT THE HOLDER OF THE RELEVANT PREMISES LICENCE**

To:

1. The Senior Licensing Officer, Runnymede Borough Council, Civic Centre, Station Road, Addlestone, Surrey KT15 2AH ("the licensing authority") AND TO

2. *(insert name and address of the holder of the relevant premises licence)* .....  
 ("the premises licence holder") .....  
 .....

Name and address of personal licence holder *(insert details)*: .....  
 .....

Personal licence number *(insert details)*: .....

Name and address of premises with the relevant premises licence ("the premises licence") *(insert details)*: .....  
 .....

**I HEREBY GIVE NOTICE under section 41 Licensing Act 2003**

1. That I (being the holder of the above mentioned personal licence) wish to cease being the designated premises supervisor in respect of the premises licence as soon as this notice is received by the licensing authority. **OR \*\*\***  
 That I (being the holder of the above mentioned personal licence) wish to cease being the designated premises supervisor in respect of the premises licence on *(insert date)* .....
2. That the holder of the premises licence shall send to the licensing authority within 14 days of receiving this notice-
  - (i) the premises licence (or the appropriate part of the licence), or
  - (ii) if that is not practicable, a statement of the reasons for the failure to provide the licence (or part).

**I/WE UNDERSTAND THAT IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

Signed by the above named personal licence holder: .....

Date of notice: .....

**NOTE: a copy of section 41 Licensing Act 2003 is enclosed with this notice**

## Licensing Act 2003

### 41 Request to be removed as designated premises supervisor

- (1) Where an individual wishes to cease being the designated premises supervisor in respect of a premises licence, he may give the relevant licensing authority a notice to that effect.
- (2) Subsection (1) is subject to regulations under section 54 (form etc. of notices etc.).
- (3) Where the individual is the holder of the premises licence, the notice under subsection (1) must also be accompanied by the premises licence (or the appropriate part of the licence) or, if that is not practicable, by a statement of the reasons for the failure to provide the licence (or part).
- (4) In any other case, the individual must no later than 48 hours after giving the notice under subsection (1) give the holder of the premises licence-
  - (a) a copy of that notice, and
  - (b) a notice directing the holder to send to the relevant licensing authority within 14 days of receiving the notice-
    - (i) the premises licence (or the appropriate part of the licence), or
    - (ii) if that is not practicable, a statement of the reasons for the failure to provide the licence (or part).
- (5) A person commits an offence if he fails, without reasonable excuse, to comply with a direction given to him under subsection (4)(b).
- (6) A person guilty of an offence under subsection (5) is liable on summary conviction to a fine not exceeding level 3 on the standard scale.
- (7) Where an individual-
  - (a) gives the relevant licensing authority a notice in accordance with this section, and
  - (b) satisfies the requirements of subsection (3) or (4), he is to be treated for the purposes of this Act as if, from the relevant time, he were not the designated premises supervisor.
- (8) For this purpose "the relevant time" means-
  - (a) the time the notice under subsection (1) is received by the relevant licensing authority, or
  - (b) if later, the time specified in the notice.

The Council may be statutorily required to supply any information you provide, to other bodies exercising functions of a public nature, for the prevention and detection of fraud.

For further information, please see [www.runnymede.gov.uk/DataMatching](http://www.runnymede.gov.uk/DataMatching)

### **Data Protection and Privacy**

Any data supplied by you on this form will be processed in accordance with the General Data Protection Regulations, in supplying it you consent to the Council processing the data for the purpose it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law. Data is deleted in accordance with our data retention policy. Our privacy policy is published on our web site [www.runnymede.gov.uk](http://www.runnymede.gov.uk)

