

Licensing Act 2003
Section 28

Notice of Surrender of Premises Licence

To: Licensing Officer, Runnymede Borough Council,
Runnymede Civic Centre, Station Road, Addlestone, Surrey KT15 2AH

being the Licensing Authority.

** Delete I or We as appropriate*

* I / We.....

of

.....

being the holder(s) of the Premises Licence dated.....

Premises Licence number: in respect of premises (*name and address*):.

.....

.....

.....

hereby give notice that * I / We wish to surrender the said Premises Licence.

* I / We hereby enclose the Premises Licence.

Or * I / We hereby state that the reasons for failing to provide the Licence are:

Signed.....

Holder(s) of Premises Licence

Date:.....

Please provide us with a forwarding address and contact details to enable us to confirm receipt of this Notification:

.....

.....

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

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

Return completed form to:

Licensing Officer, Runnymede Borough Council, Runnymede Civic Centre, Station Road, Addlestone,
Surrey KT15 2AH

Telephone: 01932 425711

Email: licensing@runnymede.gov.uk

Fax: 01932 838384