



# HYNDBURN

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## LICENSING ACT 2003 SECTION 41

### REQUEST TO BE REMOVED FROM A PREMISES LICENCE AS DESIGNATED PREMISES SUPERVISOR

Please read the notes overleaf before completing this form. Please be aware that failing to comply with this Section of the Act is a criminal offence punishable by a fine not exceeding £1000 and making a false statement on this form is punishable by a fine not exceeding £5,000

#### PART A

I (Insert your Name, Address and Post Code)

being the Designated Premises Supervisor in respect of a Premises Licence authorising the supply of alcohol by retail sale at (insert Name and Address of Premises)

hereby give Hyndburn Borough Council, the Licensing Authority, notice that I wish to cease being the Designated Premises Supervisor with effect from (tick either Option 1 or Option 2. If you choose Option 2, state the time and date that you wish this notice to come into effect)

Tick below

1. The time that the Licensing Authority receive this notice
- 2.

- a)\* I am / not\* the holder of the Premises Licence
- b)\* I attach / do not attach\* the Premises Licence
- c)\* I certify that as I am not the holder of the Premises Licence I will serve Part B of this notice on the holder of the Premises Licence within 48 hours of this notice being given to the Licensing Authority and attach a copy
- d)\* I attach a statement giving the reasons why I cannot enclose the Premises Licence

\* Delete as Appropriate

**Signed**

**Date**

**PART B**

**To :** (Insert Name and Address of Premises Licence Holder)

[Redacted area for recipient name and address]

**I** (Insert your Name, Address and Post Code)

[Redacted area for sender name and address]

**being the Designated Premises Supervisor in respect of a Premises Licence authorising the supply of alcohol by retail sale at** (insert Name and Address of Premises)

[Redacted area for premises name and address]

**hereby give you as the holder of the Premises Licence notice that I wish to cease being the Designated Premises Supervisor with effect from** (tick either Option 1 or Option 2. If you choose Option 2, state the time and date that you wish this notice to come into effect)

Tick below

- 1. The time that the Licensing Authority receive this notice
- 2.

**And I have complied with Section 41(4)(a) of the Act by giving you notice within 48 hours of notice to the Licensing Authority.**

**I further notify you that you are now obliged by law to return the Premises Licence which you hold to Hyndburn Borough Council as the Licensing Authority within 14 days.**

**If you do not return the Premises Licence to them within 14 days or send to them within that period, a statement showing why you cannot return the licence, you will commit an offence punishable by a fine not exceeding £1000.**

**Signed**

**Date**

**Notes. Please read carefully.**

**To the current Designated Premises Supervisor giving notice**

1. If the Premises Licence is in your name you must by law complete Part A of this form and return the Premises Licence or a statement of the reasons why you cannot attach it, with Part A of this form to the Licensing Manager, Hyndburn Borough Council.
2. If you are not the Premises Licence holder you should copy this form. You are obliged by law to complete Part A and Part B of this form and serve the original on the Licensing Manager, Hyndburn Borough Council and the copy on the Premises Licence Holder within 48 Hours of the original being served on the Licensing Authority,
3. You are still the Designated Premises Supervisor and responsible until you have complied with the above notes 1 and 2 as appropriate.

**To the Premises Licence Holder**

4. The Designated Premises Supervisor has informed you that they no longer wish to have that responsibility. You are obliged by law to return the Premises Licence to me within 14 days.
5. It is a mandatory condition of your licence that there is a Designated Premises Supervisor who must hold a Personal Licence. You should submit an application for a variation of the Designated Premises Supervisor under Section 37 Supervisor as soon as possible.
6. Until you have applied under Section 37 you must cease to sell any alcohol from your premises.