

## Notice of Surrender Of A Personal Licence

**To: Stockton on Tees Borough Council, Licensing Service**

**I (insert name)**

**Of (insert address)**

**Being the holder of Personal Licence Number**

**issued by**

**hereby give notice that I wish to surrender the said Personal Licence which will lapse on receipt of this notice by Stockton on Tees Borough Council.**

**I hereby enclose my Personal Licence.**

**I hereby state that the reasons for failing to provide my Personal Licence are:**



### **HOW WE COLLECT AND USE INFORMATION**

The information collected, on this form and from supporting evidence, by Stockton-on-Tees Borough Council will be used to process your application. The information may be passed to the Department of Social Security, Employment Service and Inland Revenue and such other Departments of the Council and external organisations but only if the law permits us to do so.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include Government Departments and local authorities. Stockton-on-Tees Borough Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, please contact us at the address above.

Signed		Date	
	(Holder of Personal Licence)		

When completed, please return this form to either:-

- In Person to the Customer Service Centre, Stockton Central Library, Church Road, Stockton on Tees; or by post to:
- Licensing Service, Municipal Buildings, Church Road, Stockton on Tees TS18 1LD or by email to: [licensing.administration@stockton.gov.uk](mailto:licensing.administration@stockton.gov.uk)