

Licensing Act 2003
Section 41(1) Request To Be Removed As A Designated Premises Supervisor

Part A

To: **Stockton on Tees Borough Council**

I (insert name)

Of (insert address)

Hereby give notice in accordance with the provisions of Section 41(1) of the Licensing Act 2003 that I wish to cease to be the Designated Premises Supervisor in respect of the premises licence for

(insert name and address of premise)

- I enclose herewith the premises licence or a statement of the reasons for failure to do so (*to be completed if you are also the premises licence holder*)
- I will send a copy of this notice within 48 hours to the premises licence holder directing him/her that he/she must, within 14 days of receiving such notice, send to Stockton on Tees Borough Council the premises licence or appropriate part of it. (*to be completed where the designated premises supervisor is not also the premises licence holder*)

 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.

Signature		Date	
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Please return the completed Part A to the address above.

Licensing Act 2003
Section 41(4) Request to Be Removed As A Designated premises Supervisor

Part B

To: (insert name and address of premise licence holder)

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I, (insert name and address of individual giving notice)

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Hereby give notice in accordance with the provisions of Section 41(4) of the Licensing Act 2003 that I served notice on Stockton on Tees Borough Council to the effect that I wish to cease to be the Designated Premises Supervisor in respect of the premises licence for
(insert name and address of premise)

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A copy of that Notice is attached.

In accordance with Section 41(5) of the Act you are directed, within 14 days of receiving this notice to send the premises licence or appropriate part of it to Stockton on Tees Borough Council or, if that is not practicable, a statement of the reasons why you have not done so.

If you fail to comply with the provisions of this direction you would be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale of fines.

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Signature		Date	
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Please send Part B to the premise licence holder.