



Notice to the Licensing Authority requesting removal as Designated Premises Supervisor - Section 41 (1) of the Licensing Act 2003

FULL NAME

RESIDENTIAL ADDRESS AS PER PERSONAL LICENCE

.....
.....

I, hereby give notice to The Licensing Department at East Staffordshire Borough Council, that I request to be removed as the Designed Premises Supervisor in respect of the following Premises:

NAME AND ADDRESS OF LICENSED PREMISES

.....
.....

(Delete A or B below as applicable)

- A. I am the Premises Licence Holder for the above Premises and hereby enclose a copy of the Premises Licence and Summary to this Notice and make an undertaking to post the original back to the Licensing Department at East Staffordshire Borough Council as soon as possible or state reasons for failing to provide the Licence are:

.....
.....

OR

B. I am NOT the Premises Licence Holder and I confirm that I will, no later than 48 hours after the time of giving this Notice to the Licensing Authority, that I:

- give a copy of this Notice to the Premises Licence Holder and
- direct the Holder to send to the Licensing Authority, within 14 days of receiving a copy of the Notice, the original Premises Licence and Summary or a statement of the reasons for failing to do so (sample Notice attached).

I understand that I will continue to be treated as the Designated Premises Supervisor until the requirements of A or B above are complied with.

Date and Time of giving Notice to The Licensing Department at East Staffordshire Borough Council:

The day of at am/pm

SIGNED



TO: THE PREMISES LICENCE HOLDER

NOTICE OF DIRECTION Section 41(4)(b) Licensing Act 2003

FULL NAME OF DESIGNATED PREMISES SUPERVISOR

.....

NAME AND ADDRESS OF LICENSED PREMISES

.....

.....

I attach a copy of a Notice given to The Licensing Department at East Staffordshire Borough Council stating that I wish to cease being the Designated Premises Supervisor for the above Licensed Premises.

I understand that I am obliged to direct you, as Premises Licence Holder, to send, within 14 days of receiving this Notice, to The Licensing Department, East Staffordshire Borough Council, The Town Hall, King Edward Place, BURTON UPON TRENT, DE14 2EB, the original Premises Licence and Summary or, if that is not practicable, a statement of the reasons for failing to do so.

A person commits an offence if he/she fails, without reasonable excuse to comply with a Direction given to him/her under Section 41 (4) (B) of the Act. A person guilty of an offence is liable on Summary Conviction to a fine not exceeding Level 3 on the Standard Scale.

For your information please note that no supply of alcohol may lawfully be made under the Premises Licence at a time when there is no Designated Premises Supervisor in respect of the Premises Licence. You should therefore consider whether it is appropriate to make an immediate Application, under Section 37 Licensing Act 2003, to Vary the Premises Licence to specify a different individual with a Personal Licence as the new Premises Supervisor and request that the Variation applied for should have immediate effect.

SIGNED

DATE & TIME OF GIVING NOTICE..... at
.....am/pm