Licensing Act 2003
Surrender of Premises Licence

Premises Name:

Premises Address:

Premises Licence Number:

Please return this form to:
East Staffordshire Borough Council, Licensing Services, The Town Hall, King Edward Place, Burton upon Trent, Staffs, DE14 2EB

Section A – Licence Holder Details

I, (INSERT PREMISES LICENCE HOLDER NAME)
Under Section 28 (1) of the Licensing Act 2003, I hereby give notice to East Staffordshire Borough Council Licensing Authority that I wish to Surrender the Premises Licence (No: PL/CP) for (insert name and address of Premises)
with immediate effect. In Surrendering this Licence I am aware that I am not permitted to allow any licensable activities at the premise.

Checklist and Declaration:-
I have:-

a) enclosed the Premises Licence (Part A) ☐

b) enclosed the Premises Licence Summary (Part B) ☐

c) The reason(s) why I am unable to return either one or both of the above

(please complete the box below).

(Signed)	

	day		month		year		
Date							

An acknowledgment of the Surrender will be sent by Licensing Services which should be kept in a safe place.