



**Mansfield**  
District Council

**LICENSING ACT 2003**  
**NOTICE OF SURRENDER OF PREMISES LICENCE**

Please read the notes attached before completing this notice.

I/We (Full name/company name of all premises licence holder(s))

.....  
.....

of (each home/registered office address of holders)

.....  
.....  
.....  
.....

being the premises licence holder(s) of (name and full address of premises)

.....  
.....  
.....

hereby give notice that I/we wish to surrender the above licence with immediate effect. I enclose  
the original Premises licence YES / NO

If No, please provide full details as to why you have not enclosed the original premises licence.

.....  
.....

Signed: .....

Date:.....

Print Name: .....

Signed: .....

Date:.....

Print Name: .....

## Guidance Notes

- This form is to be used if you no longer wish to have a premises licence for the premises. This form is to assist you; you do not need to use this format.
- This surrender notice must only be signed by the licence holder(s). If held by more than one person, all the licence holders named on the licence must sign the form.
- You should include the original premises licence.
- Once the licence has been surrendered, it cannot be used again. A new premises licence must be applied for should you wish to use the premises for licensable activities.
- Whilst this premises licence is in force, an annual fee is payable on it whether it is being used or not.
- If you are in any doubt about filling in this notice, you should obtain independent professional advice.

Please return this completed form to; Mansfield District Council, Licensing Department, Civic Centre, Chesterfield Road South, Mansfield, NG19 7BH

For support call 01623 463 334 or email [licensing@mansfield.gov.uk](mailto:licensing@mansfield.gov.uk)

## Privacy Notice

We will use the information provided by you for assessing your application. The basis under which the Council uses personal data for this purpose is a Legal Obligation.

The information that you have provided will be kept in accordance with the Council's retention schedule which can be found at <https://www.mansfield.gov.uk/privacy>

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used by them, your rights and the Council's Data Protection Officer (DPO) can be found on the Council's detailed privacy notice which can be found at <https://www.mansfield.gov.uk/privacy> on the Council's website or requesting a copy by writing to:

The Data Protection Officer  
Mansfield District Council  
Chesterfield Road South  
Mansfield  
Nottinghamshire  
NG19 7BH.