



**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

- Queries:- t: 01623 463 334 e: [EnvironmentalLicensing@mansfield.gov.uk](mailto:EnvironmentalLicensing@mansfield.gov.uk)