LICENSING ACT 2003

Section 41(1) – Notice by an individual to the Licensing Authority to cease being the Designated Premises Supervisor in respect of a premises licence

To: Sunderland City Council,
        Licensing Section,
        Jack Crawford House,
        Sunderland,
        SR2 8QR

I,[1]..., 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 [2]

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☐   I enclose herewith the premises licence or a statement of the reasons for failure to do so [3]

☐   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 the relevant licensing authority the premises licence or appropriate part of it [4]

Signed ……………………………….   Date………………………………

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[1] insert name and address of individual giving notice
[2] insert name and address of the premises
[3] to be completed if you are also the premises licence holder
[4] see overleaf for a form of notice to the premises licence holder (to be completed where the designated premises supervisor is not also the premises licence holder)

LICENSING ACT 2003

Section 41(4) – Notice to the premises licence holder by an individual who wishes to cease being the Designated Premises Supervisor in respect of a premises licence

To:[1]
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I,[2] ....

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hereby give notice in accordance with the provisions of section 41(4) of the Licensing Act 2003 that I have served notice on Sunderland City Council to the effect that I wish to cease to be the Designated Premises Supervisor in respect of the premises licence for [3]

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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 the licensing authority 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

Signed ……………………………….   Date………………………………

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[1] insert name and address of premises licence holder
[2] insert name and address of individual giving notice
[3] insert name and address of the premises