

**NOTICE OF SURRENDER OF PERSONAL LICENCE UNDER THE LICENSING ACT 2003**

If you are completing this form by hand, please write legibly in block capitals. In all cases ensure your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

# I hereby give notice, in accordance with Section 116 of the Licensing Act 2003 of my wish to surrender my personal licence with immediate effect.

Name…………………………………………………………………………………………

Current Address……………………………………………………………………………….

………………………………………………………………………………………………… Date of Birth…………………………………………………………………………………. Personal Licence Number…………………………………………………………………… Address for correspondence linked with this notice (if different to the address above)

…………………………………………………………………………………………………

I have enclosed my Personal Licence YES / NO

(If you have not enclosed your personal licence, please give a statement of the reasons below for the failure to provide the licence).

# I hereby certify that my personal alcohol licence detailed above has been lost / stolen

/ destroyed/ Other *(delete as appropriate) ……………………………………………………………...*

# I HERBY GIVE NOTICE THAT I WISH TO SURRENDER MY PERSONAL LICENCE, WHICH WILL LAPSE ON RECEIPT OF THE NOTICE BY THE LICENSING AUTHORITY

Signature …………………………Print name…………………………Date ……….

**Post to: Ealing Council, Licensing Team, Perceval House, 14-16 Uxbridge Road, Ealing, London, W5 2HL.**

**email to:** **licensing@ealing.gov.uk**

**tel: 020 8826 6655**