

# Withdrawal of consent of individual to being specified as a Designated Premises Supervisor

## Section 41 Licensing Act 2003

### Before completing this form

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand, please write legibly in block capitals. In all cases ensure that 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.

### Part A – Notice to Licensing Authority and Premise Licence Holder (Section 41(1))

I (Full Name of DPS) .....

of (your home address) .....

.....

hereby withdraw my consent to be specified as the Designated Premises Supervisor for the premises known as:

.....

For which a Premises Licence is in force.

The Premises Licence number is LN/.....

The Notice is with effect from \_\_\_\_/\_\_\_\_/20\_\_\_\_ (insert date on which you wish to cease being the premises supervisor, but see note 4 below)



**Elmbridge**  
Borough Council

## Part B – Direction to Premises Licence Holder (Section 41(4) & (5))

To.....(insert name of Premises Licence holder)

Of.....

.....(insert address of Premises Licence holder)

You are directed to send to Elmbridge Borough Council the Premises Licence within 14 days of receiving this notice, or, if that is impractical, a statement of the reasons for the failure to send them the licence. Failure to do so is an offence.

## Part C – Confirmation of sending notice

I hereby confirm that I have sent a copy of this notice and direction to the Premises Licence holder, at the address shown, on \_\_\_\_/\_\_\_\_/20\_\_\_\_ (insert date)

Signed..... Dated.....

Print Name.....

Please read the notes overleaf.

## Notes

1. You must complete both Part A and Part B and Part C.
2. Please print in BLOCK CAPITALS using a black pen.
3. This notice must be sent to the Environmental Health & Licensing Division, Elmbridge Borough Council, Civic Centre, High Street, Esher, Surrey KT10 9SD.
4. This notice will only have effect from the date on which it is received by the Council. If you send this notice by first class post, it will be deemed to have been received by the Council on the day following that on which it was post marked; if sent by second class post it will be deemed to have been received on the second day following that on which it was post marked.
5. A copy must be sent on the Premises Licence holder no later than 48 hours after this notice was received by the Council, by leaving it at or by sending it by post to him.
6. The Premises Licence will be amended by the Council by deleting the name and address of the Designated Premises Supervisor and the Premises Licence will then be returned to the Premises Licence Holder.
7. The Premises Licence holder should be aware that it is an offence under the Licensing Act to sell or supply alcohol at any time when there is not a Designated Premises Licence Holder specified in respect of the Premises Licence.