

# Licensing Act 2003 Section 41

# Request to be removed from a premises licence as the Designated Premises Supervisor

Please read the notes overleaf before completing this form. Failing to comply with this Section of the Act is a criminal offence punishable by a fine not exceeding £1,000 and making a false statement on this form is punishable by a fine not exceeding £5,000

## Part A

**I** (Insert your name, address and postcode)

**being the Designated Premises Supervisor in respect of a Premises Licence authorising the supply of alcohol by retail sale at:** (insert the name and address of the Premises)

**hereby give Richmondshire District Council notice that I wish to cease being the Designated Premises Supervisor with effect from**

(state when the notice is to take effect) **Date : at Time :**

(or if a specific date/time is not stated) **the time that the Licensing Authority receives this notice;**

**I am / am not\* the holder of the Premises Licence**

**I attach / do not attach\* the Premises Licence**

**I certify that as I am not the holder of the Premises Licence I will serve Part B of this notice on the holder of the Premises Licence within 48 hours of this notice being given to the Licensing Authority and attach a copy\***

**I attach a statement giving the reasons why I cannot enclose the Premises Licence \***

\* Delete as appropriate

**Signed Date**

## Part B

**To**: (Insert the name and address of the Premises Licence Holder)

**I** (Insert your name, address and postcode)

**being the Designated Premises Supervisor in respect of a Premises Licence authorising the supply of alcohol by retail sale at** (insert the name and address of the premises)

**hereby give you as the holder of the Premises Licence notice that I wish to cease being the Designated Premises Supervisor with effect from**

(state when the notice is to take effect) **Date : at Time :**

(or if a specific date/time is not stated) **the time that the Licensing Authority receives this notice;**

**And I have complied with Section 41(4)(a) of the Act by giving you notice within 48 hours of notice to the Licensing Authority.**

**I further notify you that you are now obliged by law to return the Premises Licence to Richmondshire District Council as the Licensing Authority within 14 days.**

**If you do not return the Premises Licence to them within 14 days or send to them within that period, a statement showing why you cannot return the licence, you will commit an offence punishable by a fine not exceeding £1,000.**

**Signed Date**

## Notes. Please read carefully

### To the current Designated Premises Supervisor giving notice

1. If you are the Premises Licence holder, you must complete Part A of this form and return the Premises Licence or a statement of the reasons why you cannot attach it, with Part A of this form to the Licensing Unit at the address below
2. If you are not the Premises Licence holder, you should copy this form. You must complete Part A and Part B of this form and serve the original on the Licensing Team at the address below and serve a copy on the Premises Licence Holder within 48 Hours of the original being served on the Licensing Authority,
3. You are still the Designated Premises Supervisor and responsible until you have complied with the above notes 1 and 2 as appropriate.

### To the Premises Licence Holder

1. The Designated Premises Supervisor has informed you that they no longer wish to have that responsibility. You must return the Premises Licence within 14 days to the Licensing Unit at the address below
2. It is a mandatory condition of your licence that there is a Designated Premises Supervisor who must hold a Personal Licence. You should submit an application for a variation of the Designated Premises Supervisor under Section 37 Supervisor as soon as possible.
3. Until you have applied under Section 37 you must cease to sell any alcohol from your premises.

Licensing Team, Richmondshire District Council, Mercury House, Station Road, Richmond DL10 4JX