



# 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: Licensing Section,  
Members' Services,  
Warwick District Council  
Riverside House  
Milverton Hill  
Royal Leamington Spa CV32 5HZ

I, .....  
.....  
.....  
*(name and address of individual giving notice and their personal licence number and issuing Authority)*

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 .....  
.....  
.....  
*(name and address of premises)*

- (1) I enclose herewith the premises licence or a statement of the reasons for failure to do so  
*(Only to be completed if you are also the premises licence holder)*
- (2) 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.  
*(To be completed where (1) above does not apply)*

Signed ..... Date.....

**NB. A separate form of notice is enclosed for you to send to the premises licence holder if (2) above is applicable.**



## 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: .....  
.....  
.....  
*(Name and address of premise licence holder)*

I, .....  
.....  
*(Name and address of individual giving notice)*

hereby give notice in accordance with the provisions of section 41(4) of the Licensing Act 2003 that I have served notice on Warwick District Council to the effect that I wish to cease to be the Designated Premises Supervisor in respect of the premises licence for.....  
.....  
*(Name and address of premises)*

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.....