

Please send your completed form to:

Licensing Office, Tendring District Council, Town Hall, Station Road, Clacton on Sea, Essex CO15 1SE

Surrender of Premises Licence under the Licensing Act 2003

If you are completing this form by hand please write legibly in block capitals. In all cases please ensure your answers are within 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 record.

Full Name(s) of premises licence holder: I / We being the premises licence holder, duly surrender the following licence:

Part 1

Premises Licence number			
Premises Licence Name			
Premises Address			
Premises Post Town		Premises Post Code	

Part 2

I enclose the premises licence	YES / NO
If you have failed to enclose your licence, please give reasons why not:	

Part 3 – Signatures *(please read guidance note 1)*

Signature of applicant or applicant’s solicitor or other duly authorised agent. If signing on behalf of the applicant please state in what capacity. *(please read guidance note 2)*

Signature		Date		Capacity	
Signature		Date		Capacity	

Contact name (where not previously given) and postal address for correspondence associated to this form. *(please read guidance note 3).*

Contact Name			
Contact Address			
Contact Post Town		Contact Post Code	
Contact Telephone Number			
Contact Email Address			

Notes for Guidance

1. This form must be signed.
2. The applicant’s agent (for example solicitor) may sign the form on their behalf provided they have the actual authority to do so. If signed on behalf of licence holder by an agent, it will be assumed that the person signing has authority to do so on behalf of the licence holder.
3. This is the address we will use to correspond with you about this form.