



CHEL TENHAM BOROUGH COUNCIL
MUNICIPAL OFFICES
PROMENADE
CHELTENHAM
GLOUCESTERSHIRE GL50 9SA

Tel: 01242 264135
Email: licensing@cheltenham.gov.uk

**NOTICE OF SURRENDER
OF PREMISES LICENCE**

Section 28 of the Licensing Act 2003 allows a premises licence holder to surrender the licence by giving a notice to that effect to the relevant authority. The notice of surrender must be accompanied by a copy of the existing licence or, if not practicable, a statement of the reasons for the failure to provide the licence.

Once the notice is received by the relevant local authority in accordance with the above, the licence lapses.

The licence can be reinstated subject to the provisions under Section 50 of the Act.

To: Licensing Department, Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham, GL50 9SA

I / We:
Full name of premises licence holder

Of:

Full address of premises licence holder

Being the holder(s) of premises licence:
Premises licence number

In respect of premises:

Premises name and address

Hereby give notice that I / we wish to surrender the premises licence named above under Section 28 of the Licensing Act 2003 as of:
Date licence to be surrendered from

The reason being:

Reason for surrender

I / we have enclosed the premises licence

I / we have not enclosed the premises licence, and the reasons for failing to provide the licence are:

Signed:

Dated:

Please return completed form to: Licensing Department, Cheltenham Borough Council, Municipal Offices, Promenade, Cheltenham, GL50 9SA. To find out how the council use the personal data you supply on this form, [please visit our website](#).