



CHELTENHAM BOROUGH COUNCIL  
MUNICIPAL OFFICES  
PROMENADE  
CHELTENHAM  
GLOUCESTERSHIRE GL50 9SA

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## NOTICE OF SURRENDER OF PERSONAL LICENCE

Section 116 of the Licensing Act 2003 allows a personal 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.

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

I:   
*Full name of personal licence holder*

Of:   
  
  
  
*Full address of personal licence holder*

Being the holder(s) of personal licence:   
*Personal licence number*

Hereby give notice that I wish to surrender the personal licence named above under Section 116 of the Licensing Act 2003 as of:   
*Date licence to be surrendered from*

The reason being:   
  
  
*Reason for surrender*

I / we have enclosed the personal licence

I / we have not enclosed the personal 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](#).