



Elmbridge Borough Council

... bridging the communities ...

Environmental Services
Civic Centre, High Street
Esher, Surrey KT10 9SD
Telephone: 01372 474750
Fax: 01372 474915
DX: 36302 Esher

Email: envhealth@elmbridge.gov.uk
Website: www.elmbridge.gov.uk

To:
Environmental Health & Licensing,
Elmbridge Borough Council,
Civic Centre,
High Street,
Esher
Surrey KT10 9SD

Date: _____

Dear Sirs

Notice of Surrender of Premises Licence or Club Premises Certificate

Please take this letter as notice that I, the undersigned, wish to surrender the

Premise Licence or
Club Premises Certificate (delete as appropriate)

held in respect of the following premises

Premises name (please PRINT)

Premises address (please PRINT)

Which was granted in respect of the following part of the premises (e.g. whole premises, outside areas only, etc)

Continued overleaf...

I enclose the original Premise Licence or Club Premises Certificate **or** (delete as appropriate)

I make the following statement of the reasons for the failure to produce the licence or certificate (please note that it is a criminal offence to make a false statement in connection with this notice):

Signed: _____

Name (please PRINT): _____

Your address:

Please read the accompanying notes before submitting this surrender notice.

Notes

- The Premises Licence or Club Premises Certificate must be enclosed. This must be the original document and not a copy and not the summary document. Where it is not practicable to enclose the original licence or certificate then a statement of the reasons for the failure to produce the licence or certificate must be given. Failure to enclose the licence/certificate or else to provide a statement of reasons as to why it cannot be produced will invalidate the surrender.
- The whole licence has to be surrendered and parts of a licence cannot be surrendered. Some premises have more than one licence e.g. separate licences for the premises and for the grounds of the premises and each individual licence can be surrendered or retained separately to another licence for the some premises. Please ensure that you surrender the correct licence and, if necessary, all licences.
- This surrender notice may only be signed by the licence holder or, in respect of a Club Premises Certificate, by the Club Secretary.
- Once the Licence/Certificate has been surrendered the surrender cannot be cancelled or withdrawn. Once surrendered, licensable activities cannot be provided unless a new Licence or Certificate is applied for and granted or, in respect of Premises Licences only, an application for the transfer of the Licence is made no later than seven days after the licence has lapsed. Applying for a new Licence or Certificate will take a number of weeks before it can be issued.
- The Premises Licence or Club Premises Certificate lapses, by virtue of this Surrender Notice, only when the Environmental Health & Licensing Division, as the Licensing Authority, receives this notice. We recommend either hand delivering this notice to the Civic Centre or else, if you are posting it, that you obtain a receipt of posting.
- Unless a licence or certificate is formally surrendered to the Environmental Health & Licensing Division, or else a Premises Licence lapses by virtue of Section 27 of the Licensing Act or, in respect of Club premises Certificate, has been withdrawn in certain special circumstances by the Council, it remains in force and cannot otherwise be cancelled by the Council. Licences or certificates that remain in force will result in the annual fee having to be paid. Failure to pay the annual fee will not result in the cancellation of the licence or certificate. Notifying other departments of the Council, such as Council Tax, that the premises or club has ceased trading etc. does not constitute a surrender of the licence/certificate.
- If in doubt as to how to fill this notice in or what its implications are you should obtain professional advice or else contact the Licensing Team.