

# NOTICE OF REMOVAL OF THE DESIGNATED PREMISES SUPERVISOR IN RESPECT OF A PREMISE LICENCE



Please read the guidance notes at the end of this form.  
If you are completing this form by hand please write legibly in block capitals and ensure that your writing is inside the boxes and written or typed in black ink.  
You may wish to keep a record of the completed form for your records.

<b>1. Your personal details:</b>	
TITLE (delete as appropriate): Mr Mrs Miss Ms Other (please state)	
Surname	
First Name	
Address:	
Postcode:	Tel No:
Your personal licence number:	
Issuing Authority:	

<b>2. Premises Licence details:</b>	
Address of the premises:	
Post code:	Tel No:
Premises Licence Number:	
Holder of the Premise Licence:	

I \_\_\_\_\_ (*print name*) give formal notice to Hartlepool Borough Council, that I wish to be removed from the above premises licence as the designated premises supervisor.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

	(please tick)
- I have enclosed the premises licence or, a statement with the reasons for not providing the premise licence (Premise Licence holders only)	<input type="checkbox"/>
- I have (within 48 hours) given a copy of this notice to the holder of the premises licence	<input type="checkbox"/>
- I have given notice to the premise licence holder to send the licence or relevant part of it to the licensing authority within 14 days (if applicable).	<input type="checkbox"/>

## Notes for Guidance

1. If you are the Premises Licence holder a copy of your Premises Licence must accompany this formal notice requesting removal of the Designated Premises Supervisor. If that is not practicable you must provide a statement with this notice, explaining the reasons for not providing the licence.
2. If you are not the Premises Licence holder you must also (within 48 hours of giving this notice to the licensing authority) give the holder of the Premises Licence:
  - (i) A copy of this notice and
  - (ii) Notice that he must send the Premises Licence to the licensing authority within 14 days. If this is not practicable he must provide a statement explaining the reasons for not providing the licence.
3. No fee is required to be submitted with this notice.
4. If you are the Premises Licence holder you are advised that no supply of alcohol may be made until a new designated premises supervisor has been appointed for the Premises Licence.
5. Every supply of alcohol made under the terms of your Premises Licence must be made or authorised by a designated premises supervisor who holds a valid personal licence.
6. If you are the Premises Licence holder you are advised that you must formally apply to this licensing authority to have a new designated premises supervisor installed, in order to continue to supply alcohol.
7. A person commits an offence if he fails, without reasonable excuse, to comply with any direction given to him in 2 above.

**The Licensing Section  
Hartlepool Borough Council  
Civic Centre  
Victoria Road  
Hartlepool  
TS24 8AY**