



**North  
Northamptonshire  
Council**

Central Licensing Administration Unit  
Thrapston Offices  
Cedar Drive  
Thrapston  
NN14 4LZ  
Tel: 01832 742102

[www.northnorthants.gov.uk](http://www.northnorthants.gov.uk)

**Licensing Act 2003 – Section 41:  
Request to be removed as a Designated Premises Supervisor**

Please find the enclosed a form to remove yourself from the Premises Licence as a Designated Premises Supervisor.

Please ensure you complete this form in full and read the associated guidance notes to assist you.

If you are not the premises licence holder, then a copy of this form must be served on them within 48 hours by recorded delivery, or, if delivered by hand, a written receipt signed by the premises licence holder. **We require a copy of the proof of delivery of the notice to the licence holder to be included with your Section 41 notice application form.**

The premises licence holder is required to return the premises licence to the Council within 14 days of receiving a copy of this form so that the Designated Premises Supervisor name can be removed from the licence.

If you have any questions with regard to submitting the required information please do not hesitate to contact the Central Licensing Administration Unit by email to:  
[licensingunit.ENC@northnorthants.gov.uk](mailto:licensingunit.ENC@northnorthants.gov.uk)



**Request to be removed as Designated Premises Supervisor under the  
Licensing Act 2003**

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**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write clearly, in block capitals. In all cases ensure your answers are inside 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 records.

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I ..... *[full name of Designated Premises Supervisor]*  
being the Designated Premises Supervisor, notify the Licensing Authority of my wish to cease being the Designated Premises Supervisor in respect of the Premises detailed below, under the Licensing Act 2003.

Premises Licence number (if known)

**Part 1 – Premises Details**

Postal address of Premises or, if none, ordnance survey map reference or descriptions

Post Town

Post Code

Telephone Number

Description of Premises *[please read guidance note 1.]*

## Part 2

Full name and address of outgoing Designated Premises Supervisor

Personal Licence Number

Issuing Authority

**NOTE:** Please complete Section A if you are the Premises Licence Holder – if not please complete Section B.

### Section A:

Please tick (☑) yes

I have enclosed the Premises Licence or relevant part

**OR**

I have provided reasons why I have failed to enclose the premises licence or relevant part.

I am aware that, under Section 56, paragraph 2-4 of the Licensing Act 2003, it is a relevant offence if I fail, without reasonable excuse, to comply with the requirement to produce my existing licence.

I understand that if I do not comply with the above requirements my notification will be rejected.

Reasons why I have failed to enclose the Premises Licence or relevant part of it

**Section B**

Please tick (☑) yes

I am not the Premises Licence Holder

I have sent a copy of this notice to the Premises Licence Holder

I have directed the Premises Licence Holder to send the Premises Licence or relevant part to the Licensing Authority within **14 days**.

I understand that if I do not comply with the above requirements my notification will be rejected.

Reasons why I have failed to send a copy of this notice to the Premises Licence Holder and direct him/her to send the Premises Licence or relevant part to the Licensing Authority within 14 days

**Part 3 – Signatures** (please read guidance note 2)

**Signature of Outgoing Designated Premises Supervisor:**

Signature .....

Print ..... Date: .....

Contact Name (where not previously given) and address for correspondence associated with this application *[please read guidance note 3]*

Post Town

Post Code

Telephone No

If you would prefer us to correspond with you by e-mail your e-mail address (optional)

**Notes for Guidance**

1. *Describe the Premises*. For example the type of Premises it is.
2. The application form must be signed
3. If completed, this is the address we shall use to correspond with you about this application
4. Where relevant, ensure the template is completed and sent to the Premises Licence Holder