



To premises Licence holder at:

Date:

.....
.....
.....

Dear Sir/Madam

**REMOVAL OF DESIGNATED PREMISES SUPERVISOR
DIRECTION TO RETURN PREMISES LICENCE TO LICENSING AUTHORITY**

In accordance with section 41 of the Licensing Act 2003, I enclose a copy of a notice I have today given to Basingstoke and Deane Borough Council as Licensing Authority that I wish to be removed, with immediate effect, as the Designated Premises Supervisor for:

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.....
.....

of which you are the holder of the premises licence.

As I do not have the premises licence, it is a requirement of section 41 of the Act that you, as premises licence holder, submit both parts A and B of the premises licence to the Licensing Team at the address below within 14 days of receipt of this notice.

Please note that it is an offence to fail, without reasonable excuse, to comply with such a direction given under section 41(4)(b) of the Licensing Act 2003.

Yours faithfully

Print name

cc:

- Licensing Team, Basingstoke and Deane Borough Council, Civic Offices
London Road, Basingstoke, Hants, RG21 4AH
- Hampshire Constabulary, Licensing Unit, Basingstoke Police Station, Viables Business Park, Jays Close, Basingstoke RG22 4BS