**Melton Borough Council Logo**

NOTIFICATION OF SURRENDER OF A LICENCE

GRANTED UNDER THE LICENSING ACT 2003

Please use this form to notify Melton Borough Council that you wish to surrender a licence that was originally granted under the Licensing Act 2003. Please complete the form in full and keep your answers within the boxes. If necessary please attach additional sheets.

| **1. Name(s) of Licence Holder(s)**  (see note 1) |
| --- |
|  |

| **2. Registered Address(es) of Licence Holder(s)** |
| --- |
|  |

| **3. Please state the licence to be surrendered (Please mark X for Yes)** |  |
| --- | --- |
| Premises Licence for:  (name of premises) |  |
| Club Premises Certificate for:  (name of club) |  |
| Personal Licence in the name of: |  |

| **4. Please state licence number** (see note 2) |
| --- |
|  |

| **5. From what date do you wish to surrender this licence?** (see note 3) |
| --- |
| Date:  /  / |

| **6. Signature(s) & Date(s)** |
| --- |
| Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**YOU MUST RETURN THE FULL LICENCE WITH THIS NOTIFICATION FOR CANCELLATION**

**NOTES**

1. The person or organisation surrendering the licence must be the same as that recorded on the licence being surrendered.
2. The licence number is shown on the licence. For Premises Licences with alcohol the number will be prefixed with MMA; Premises without alcohol are prefixed MME; Club Licences are prefixed MMJ and Personal Licences are prefixed MM1.
3. The registered holder of a Premises Licence or Club Licence remains liable for any annual fee and responsible for any licence conditions until that licence is transferred, surrendered or revoked.
4. You must return the licence to the Licensing Officer so that it can be cancelled. If you are unable to do so you must attach to this form an explanation as to why you are unable to return the licence.

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Please return this form **with the full licence** to:

The Licensing Officer

Melton Borough Council

Parkside, Station Approach

Burton Street

Melton Mowbray

LEICS

LE13 1GH

Tel: 01664 502502

Fax: 01664 565656

Email: [licensing@melton.gov.uk](mailto:licensing@melton.gov.uk)