



**JULIAN TOWNSEND**  
Executive Director (Operations)  
**Licensing**  
Town Hall, Market Place  
Ripley DE5 3BT  
Tel: 01773 570222 Fax: 01773 841616  
E-Mail: enquiry@ambervalley.gov.uk  
Web: www.ambervalley.gov.uk

**Notice of surrender of a premises licence/club premises certificate**

**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 legibly in block capitals. In all cases ensure that 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.

**I/We**

.....  
*(full name of premises licence holder/name of club in whose name the club certificate is granted)*

**being the current premises licence holder/holder of club premises certificate, notify the Council of my/our wish to surrender the premises licence/club premises certificate under section 28/81 of the Licensing Act 2003 and understand that the premises licence/club premises certificate will lapse upon receipt of this form by the Council.**

**Premises licence number/Premises certificate number (if known)**

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**1. Premises Details**

**Postal address of premises or, if none, ordnance survey map reference or description**

**Post town**

**Post code (if known)**

**Telephone number (if any)**

**Description of premises** (please read guidance note 1)

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**Please tick as appropriate**

I am the holder of the premises licence and have enclosed the premises licence or relevant part of it.

We hold the club premises certificate and have enclosed the certificate or relevant part of it.

(If you have not enclosed the premises licence/club premises certificate, or relevant part of it, please give reasons why not)

**Reasons why I have failed to enclose the premises licence/club premises certificate or relevant part of it**

Amber Valley Borough Council collects personal information when you contact us for any licensing service we provide. We will use this information to provide this service under Article 6(1c) of the General Data Protection Regulations.

The Council may share your information with other members of the licensing section and the Police. We may also share your information with other officers of the Council and Councillors from the Licensing Board if the application is contentious.

In the pursuance of the prevention or detection of crime, personal details may be released to Government agencies such as Department for Work and Pensions and the Inland Revenue.

Your personal data will be kept for a period in accordance with the Council's document retention schedule.

You have the right to see the personal data we hold about you; if you think it is wrong you can ask us to put it right; if you think that we have no legal grounds for retaining the information you have the right to ask for it to be erased; if there is a query on the accuracy of the data you have the right to ask us to stop processing your information.

The Council's Data Protection Officer can be contacted on 01773 841430 or by email [DPO@ambervalley.gov.uk](mailto:DPO@ambervalley.gov.uk)

If you are unhappy with how the Council deals with your personal information you may wish to contact the Information Commissioner. Telephone 0303 123 1113, email – [casework@ico.org.uk](mailto:casework@ico.org.uk); web site – [www.ico.org.uk](http://www.ico.org.uk)

**2. Declaration (please see guidance note 2)**

**The information contained in this form is correct to the best of my knowledge and belief.**

It is an offence knowingly or recklessly to make a false statement in or in connection with any notice. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine not exceeding level 5 on the standard scale.

**SIGNATURE  
OF  
APPLICANT**

**DATE**

**Contact name (where not previously given) and postal address for correspondence associated with this notice** (please read guidance note 3)

**Post town**

**Post Code**

**Telephone number (if any)**

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

Guidance notes

1. Describe the premises. For example the type of premises it is.
2. The application form must be signed.
3. This is the address which we shall use to correspond with you about this application.