



**REQUEST TO BE REMOVED AS DESIGNATED PREMISES SUPERVISOR**

Under section 41 of the Licensing Act 2003, a Designated Premises Supervisor (DPS) may give notice to the licensing authority that he/she wishes to be removed as the DPS with immediate effect. Within 48 hours of giving this notice you must give a copy to the Premises Licence holder. (*You may use these two pages*)

Please complete the following details in **BLOCK LETTERS**:

<b>Name of Premises:</b> <b>Address:</b>	
<b>Personal Details</b>	
Full Name:	
Personal Licence Number:	
Address:	
Tel No: Email:	
I enclose the Premises Licence and Summary of the Premises Licence for my name to be removed as DPS ( <i>delete as applicable</i> ).	YES/NO
I do not have the Premises Licence or Summary but have advised the Premises Licence holder to submit these to you within 14 days of receipt of this notice ( <i>delete as applicable</i> ).	YES/NO
<i>If you are also the Premises Licence holder and unable to enclose the Premises Licence and Summary please state the reason:</i>	
I wish to be removed as DPS with immediate effect ( <i>delete as applicable</i> ).	YES/NO  If 'NO' state date.....
Signature: .....Date: ..... .....	

This letter may be given to the Premises Licence holder with a copy of completed 'Request to be removed as Designated Premises Supervisor.'

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

**TO:**

**THE PREMISES LICENCE HOLDER.....(insert name)**

In accordance with section 41 of the Licensing Act 2003, I enclose a copy of a notice I have today given to the licensing authority, that I wish to be removed, with immediate effect or if different date ....., as the Designated Premises Supervisor for the following premises:

<b>Name of Premises:</b>
<b>Premises licence number if known:</b>
<b>Address of Premises:</b>

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, within 14 days of the date of this notice, the Premises Licence to the Licensing Team at [licensing@lewes-eastbourne.gov.uk](mailto:licensing@lewes-eastbourne.gov.uk). The Licensing Team requests you to return the Summary of the Premises Licence as well.

If you are unable to submit the Premises Licence you must state your reasons in writing to the licensing authority at the above address.

Please note that under section 41(5) of the Licensing Act it is an offence to fail, without reasonable excuse, to comply with such a direction given under section 41(4)(b) of the Act.

Signature..... Date.....