

**Request to be removed as the designated premises supervisor**  
**Section 41 Licensing Act 2003**

**Part A – notice to licensing authority and premises licence holder (s41 (1))**

I (full name of premises supervisor) .....

of (home address of premises supervisor) .....

hereby request to be removed as the designated premises supervisor relating to: -  
a premises licence for (name and address of premises to which the notice relates)

.....

with effect from (insert date on which you wish to cease being the premises supervisor but see also note 2 below)

.....

**Part B – direction to premises licence holder (S41 (4))**

.....insert name of premise licence holder)

of .....

(insert address of premise licence holder)

is directed to send to the relevant licensing authority within 14 days of receiving this notice, the premises licence (or the appropriate part of the licence) or, if that is not practicable, a statement of the reasons for the failure to provide the licence (or part).

**Part C – confirmation of sending notice**

I hereby confirm that I sent a copy of this notice and direction to the premises licence holder at the address shown on ..... (insert date)

Signed .....

Dated .....

Print name.....

**Notes:**

1. This notice must be served on the Licensing Authority by leaving it at or by sending it by post to the Licensing Team, Council Offices, 37 Pembroke Road, London W8 6PW
2. This notice will only have effect from the date on which it is received by the Licensing Authority. If sending the notice by 1<sup>st</sup> class post, it will be deemed to have been received by the authority on the day following that on which it was post marked; if sent by 2<sup>nd</sup> class post it will be deemed to have been received on the second day following that on which it was post marked.
3. A copy must be served on the premises licence holder no later than 48 hours after serving it on the Licensing Authority by leaving it at or by sending it by post to his relevant registered address.