



# Bedford Borough Council

Democratic & Registration Services, Licensing, Borough Hall,  
Cauldwell St, Bedford MK42 9AP

## Request to be removed as Designated Premises Supervisor Pursuant to Section 41 of the Licensing Act 2003

### 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 in written black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I .....

*(Insert name of the Designated Premises Supervisor)*

**being the Designated Premises Supervisor for the premises herein after referred to hereby give notice of my/our desire to cease to be Designated Premises Supervisor with immediate effect from** \_\_\_\_\_

(insert date)

I understand that I am obliged to serve a copy of this notice on the Premises Licence Holder within 48 hours after the date of my giving the notice to the licensing authority. I also understand that I must serve notice on the Premises Licence Holder directing him or her to send this to the licensing authority within 14 days of the date of receiving the notice:-

1. The premises licence (or the appropriate part of the licence), or
2. If that is not practicable, a statement of the reasons for the failure to provide the licence (or part).

### Premises Details

Address and description of the premises (e.g. public house, restaurant etc.)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## **Notice to a Premises Licence Holder Pursuant to Section 41(4) of the Licensing Act 2003**

To

Name: ..... [Premises Licence Holder]

Address: .....  
.....  
.....

Take notice that on ..... [*insert date of notice*] I gave notice pursuant to section 41(1) Licensing Act 2003 to Bedford Borough Council of my wish to cease being the Designated Premises Supervisor for the premises herein after detailed. A copy of that notice is attached.

By this notice I direct you as premises licence holder to send to Bedford Borough Council within 14 days of receiving this notice:-.

1. The premises licence (or the appropriate part of the licence) or
2. If that is not practicable a statement of the reasons for the failure to provide the licence (or part).

Take notice that if you fail to comply with this direction without reasonable excuse you will be guilty of an offence pursuant to section 41(5) of the Act and may be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

### **Premises Details**

Address and description of the premises (e.g. public house, restaurant etc.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## CERTIFICATE OF SERVICE

I, \_\_\_\_\_  
*[Insert name of Designated Premises Supervisor]*

of \_\_\_\_\_  
*[Insert address of Designated premises Supervisor]*

hereby certify that on \_\_\_\_\_ *[insert date of service]* I served \_\_\_\_\_  
\_\_\_\_\_ *[insert name and address of premises holder]* with a  
copy of a notice serviced by me upon \_\_\_\_\_ Council  
pursuant to section 41(1) Licensing Act 2003 together with a notice pursuant to  
section 41(4)(b) of that Act

by \_\_\_\_\_  
*[insert details of method of service e.g. personal delivery, post etc].*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form completed to Bedford Borough Council within 2  
working days of service of the notice on the premises licence holder**