



PRIVACY NOTICE

Waverley Borough Council will use the information you provide in this form to process your application to be removed as designated premises supervisor, to fulfil our licensing obligations and maintain our statutory public register. We may share your information with other local councils, the police and other government agencies to verify/process the information you have supplied, where required by law and for statistical research purposes (anonymised data) by government agencies only. We will keep it for ten years after the premises licence ends.

For Online Payments Only;

Please note; Our payments website processes your payment and does not store any personal data.



WAVERLEY BOROUGH COUNCIL

Licensing Team, Waverley Borough Council, The Burys, Godalming, Surrey GU7 1HR

**REQUEST TO BE REMOVED AS DESIGNATED PREMISES SUPERVISOR
UNDER SECTION 41(1) OF THE LICENCE ACT 2003**

I (name of DPS)
notify the Licensing Authority of my wish to cease being the Designated Premises Supervisor
(DPS) of
..... (name and address of premises).

Premises Licence number (if known)

1. I am aware that I must give a copy of this notice to the Premises Licence Holder no later than **48 hours** after giving this notice to the Licensing Authority. I understand that failure to comply with this requirement without reasonable excuse would be an offence, and that my notification would be rejected.
2. I direct the Premises Licence Holder to send the Licensing Authority within **14 days** of this notice the Premises Licence (or appropriate part of the licence), or if not practicable, a statement of the failure to provide the licence (or part).

Signed: Date:
Designated Premises Supervisor

NOTE: It is an offence, liable to conviction to a fine up to Level 5 on the standard scale, under Section 158 of the Licensing Act 2003 to make a false statement in connection with this application.

This application to be given to:-

1. The Licensing Section, Waverley Borough Council, Council Office, The Burys, Godalming, Surrey, GU7 1HR; and
2. The Premises Licence Holder (as appears on the Premises Licence).

If you need to correspond with me about this application, I can be contacted at
.....
..... (address)

Telephone number: Home:
Work:
Mobile:

Email:

(You are not obliged to supply contact details to the Premises Licence Holder)