



**NOTICE OF SURRENDER OF PERSONAL LICENCE  
UNDER THE LICENSING ACT 2003**

If you are completing this form by hand please write legibly in block capitals. In all cases ensure 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 (add details below) being the holder of a personal licence, notify the Licensing Authority of my wish to surrender my personal licence under Section 116 of the Licensing Act 2003.

Name.....

Current Address.....

.....

Date of Birth.....

Personal Licence Number.....

Address for correspondence linked with this notice (if different to the address above)

.....

I have enclosed my Personal Licence                      YES / NO  
(If you have not enclosed your personal licence, please give reasons below)

I hereby certify that my personal alcohol licence detailed above has been lost / stolen / destroyed/ Other *(delete as appropriate)*.....

**I HERBY GIVE NOTICE THAT I WISH TO SURRENDER THE ABOVE  
PERSONAL LICENCE, WHICH WILL LAPSE ON RECEIPT OF THE NOTICE  
BY THE LICENSING AUTHORITY**

Signature .....Print name.....Date .....

Any personal or special information you provide will be held by the Council on computerised and manual files (data may be made available on a public register as required by relevant legislation). Processing of the data will be necessary to fulfil the Council's official functions. The data may also be disclosed to other departments within the Council or other external organisations, but only to ensure compliance with relevant legislation or for identification purposes or to prevent and detect fraud or a crime. Burnley Borough Council is a Data Controller in accordance with Data Protection legislation. The data may also be processed by third parties who provide services on behalf of the Council.  
More details may be found in the Privacy Notice on the Council's website or clicking here at <https://www.burnley.gov.uk/about-council/other-information/privacy-notice-formally-fair-processing-notice>