

**LICENSING ACT 2003**

**NOTICE OF SURRENDER OF CLUB CERTIFICATE**

Please read the notes overleaf before completing this notice.

I [Full name of person representing the Club Committee].....

.....

of [address] .....

.....

.....

acting on behalf of the Club Committee of [name and full address of club] .....

.....

.....

hereby give notice that the Club Committee wishes to surrender the above club certificate with immediate effect.

I enclose the original club certificate **YES / NO**

If No, please provide full details as to why you have not enclosed the original club certificate.

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.....

.....

Signed: ..... Date:.....

Print Name: .....

Please return this completed form to  
London Borough of Merton  
Licensing Section  
14<sup>th</sup> Floor, Civic Centre  
London Road  
Morden  
SM4 5DX

## **Guidance Notes**

This surrender notice can be used to declare in writing that you no longer wish to have a club certificate for a particular premises. You do not need to use this particular format – it is provided to assist you.

The notice must only be completed by someone authorised to act on behalf of the Club Committee.

Once the certificate has been surrendered, it cannot be used again. A new club certificate would have to be applied for should you wish to use the premises for licensable activities at a later point.

While a club certificate is in force an annual fee is payable on it whether it is being used or not.

If you are in any doubt about filling in this notice, you should obtain independent professional advice.

Licensing Section contact details:

London Borough of Merton, Licensing Section, 14<sup>th</sup> Floor, Civic Centre, London Road, Morden, SM4 5DX. Tel: 020 8545 3969 email: [licensing@merton.gov.uk](mailto:licensing@merton.gov.uk)