

**LICENSING ACT 2003**

**NOTICE OF SURRENDER OF PREMISES LICENCE**

Please read the notes overleaf before completing this notice.

I/We (Full name/company name of all premises licence holder(s)).....  
.....

of (each home/registered office address of holders) .....  
.....

being the premises licence holder(s) of (name and full address of premises) .....  
.....  
.....

hereby give notice that I/we wish to surrender the above licence with immediate effect.

I enclose the original Premises licence **YES / NO**

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

.....  
.....  
.....

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

Print Name: .....

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 form is to be used if you no longer wish to have a premises licence for the premises. This form is to assist you, you do not need to use this format.

This surrender notice must only be signed by the licence holder(s). If held by more than one person, all the licence holders named on the licence must sign the form.

You should include the original premises licence.

Once the licence has been surrendered, it cannot be used again. A new premises licence must be applied for should you wish to use the premises for licensable activities.

Whilst this premises licence 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)