

**Request to be removed as designated premises supervisor**

I ..... (full name of current premises supervisor)  
of .....  
..... (home address of premises supervisor)

hereby notify the relevant Licensing Authority - Adur District / Worthing Borough Council  
(please delete as applicable)

that as from: ..... (insert proposed finishing date & time)

I am ceasing my role as the designated premises supervisor in relation to premises licence:  
LN/. ..... (insert licence number)  
relating to the premises licence & concerning the supply of alcohol at.....

.....  
..... (name and address of premises)  
held by ..... (name of licence holder)

I also confirm that I have served a copy of this notice on the licence holder named above and  
have directed the holder to send to the relevant licensing authority, within 14 days of  
receiving this notice, the premises licence.

Personal licence number ..... (insert personal licence number)  
Personal licence issuing authority .....  
..... (insert name of personal licence issuing authority)

..... Signed

..... name (please print)

..... dated

**Please Note:**

- (1) Where an individual wishes to cease being the designated premises supervisor in respect of a premises licence, he may give the relevant licensing authority a notice to that effect.
- (2) Subsection (1) is subject to regulations under section 54 (form etc. of notices etc.).

- (3) Where the individual is the holder of the premises licence, the notice under subsection (1) must also be accompanied by the premises licence (or the appropriate part of the licence) or, if that is not practicable, by a statement of the reasons for the failure to provide the licence (or part).
- (4) In any other case, the individual must no later than 48 hours after giving the notice under subsection (1) give the holder of the premises licence—
  - (a) a copy of that notice, and
  - (b) a notice directing the holder to send to the relevant licensing authority within 14 days of receiving the notice—
    - (i) the premises licence (or the appropriate part of the licence), or
    - (ii) if that is not practicable, a statement of the reasons for the failure to provide the licence (or part).
- (5) A person commits an offence if he fails, without reasonable excuse, to comply with a direction given to him under subsection (4)(b).
- (6) A person guilty of an offence under subsection (5) is liable on summary conviction to a fine not exceeding level 3 on the standard scale.
- (7) Where an individual—
  - (a) gives the relevant licensing authority a notice in accordance with this section, and
  - (b) satisfies the requirements of subsection (3) or (4),he is to be treated for the purposes of this Act as if, from the relevant time, he were not the designated premises supervisor.
- (8) For this purpose “the relevant time” means—
  - (a) the time the notice under subsection (1) is received by the relevant licensing authority, or
  - (b) if later, the time specified in the notice.

**IMPORTANT:**

**The individual named as DPS should note that unless formal written notice is given to the relevant Licensing Authority and the licence holder that individual, named on the premises licence as DPS, remains legally responsible for the sale of alcohol at that premise whether in post or not.**

**The premises licence holder should note the mandatory condition attached to a premises licence that authorises the sale of alcohol. No supply of alcohol may be made under the premises licence at a time when there is no designated premises supervisor named in respect of the premises licence, or at a time when the designated premises supervisor listed on the licence has correctly served notice that he is to be removed.**

**It is a criminal offence under the Licensing Act 2003 to carry on licensable activities from any premises in breach of the conditions of a premises licence. The maximum penalty on conviction is six months imprisonment and a fine of any (unlimited) amount.**

Adur & Worthing Councils, Public Health & Regulation – The Licensing Unit,  
Portland House, 44 Richmond Road, Worthing, West Sussex, BN11 1HS  
Tel: 01903 221068 or 01273 263331  
Email: [licensing.unit@adur-worthing.gov.uk](mailto:licensing.unit@adur-worthing.gov.uk)