**NOTICE OF SURRENDER OF PREMISES LICENCE**

**OR CLUB PREMISES CERTIFICATE**

I *[add full name/s of the premises licence holder(s)]*

**Hereby give notice of the surrender of the premises licence/club premises certificate relating to:**

Name of premises *[add the premises name as provided on the licence/certificate]*

Address of premises *[add the full premises address]*

Name of licence holder(s) *[add the name of the premises licence holder(s)]*

Premises licence or club premises certificate number *[add the licence/certificate number]*

I confirm that I am authorised to serve this surrender notice, in respect of the above licensed premises and understand that the notice will take effect as soon as it is received by the licensing authority. I also understand the licensed activities permitted in respect of this licence/certificate will be required to cease at this time.

**How we use your data:**

Broadland District Council and South Norfolk Council take your privacy seriously and will only use your personal data to process application process payments for applications, issue licences, generate annual fees, investigate complaints, undertake enforcement action, offer advice, and provide information and updates to legislation and guidance.

Each council is what is known as the ‘Data Controller’ for your data, and act as independent, sole data controllers. The council where the premises are located is the ‘Data Controller’ for your personal data for the duration of your licence.

We may check the information collected on this form, which may involve sharing your data with other agencies or individuals such as other officers within the council, legal providers, councillors who sit on the licensing committee, Disclosure & Barring Service, Home Office, Security Industry Authority, Department for Digital, Culture, Media & Sport, additional local authorities, and additional constabularies. We may also use or pass information to certain third parties to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

Who we may and will share your personal data with will be contained within the privacy notice.

By signing this declaration you authorise us to collect, process and retain your personal data as described in the [**privacy notice**](https://www.southnorfolkandbroadland.gov.uk/data-protection).

Signature *[add the licence holder(s) written or electronic signature. Please note each named licence holder must sign this form]*

Date *[day/month/year]*