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| *DPS address:* | ***[Outgoing DPS name and address]*** |
|  |
| *Date of letter:* | ***[Date]*** |
|  |
| Dear Licensing Team |
| **REQUEST TO BE REMOVED AS DESIGNATED PREMISES SUPERVISOR** |
| In accordance with section 41 of the Licensing Act 2003, I give notice that I wish to be removed as the Designated Premises Supervisor for **[*name of premises]*** with immediate effect. |
|  |
| I enclose the premises licence and premises licence summary for my name to be removed | [ ]  |
| or |
| I do not have the premises licence but have advised the premises licence holder,***[name of premises licence holder]*** to submit these to you within 14 days of receipt of this notice (please also complete form ‘DPS removal notice - instruction to PLH 2 DEC 2022’) | [ ]  |
|  |
| Yours faithfully, |
| *DPS signature* |
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| Send original form, along with ‘DPS removal notice - instruction to PLH 2 DEC 2022’ to:* Licensing Team, Havant Borough Council, Public Service Plaza, Civic Centre Road

 Havant, Hampshire PO9 2AX licensing@havant.gov.uk |
|  |

Send copies of this form, along with ‘DPS removal notice - instruction to PLH 2 DEC 2022’ to:

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| * The Premises Licence Holder
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| * Chief Inspector, c/o Emma Walker, Hampshire Constabulary Violent Crime Reduction & Licensing Team, Core 5, Lower Ground Floor, Portsmouth Civic Offices, Portsmouth, Hampshire PO1 2AL
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