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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](mailto:licensing@havant.gov.uk) | | |
|  | | |

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

|  |
| --- |
| * The Premises Licence Holder |
| * 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 |