

**Licensing Act 2003**  
Section 81

**Notice of Surrender of Club Premises Certificate**

To: Licensing Officer, Runnymede Borough Council,  
Runnymede Civic Centre, Station Road, Addlestone, Surrey KT15 2AH

being the Licensing Authority.

*\* Delete I or We as appropriate*

\* I / We.....

of .....

.....

being the holder(s) of the Club Premises Certificate dated: .....

Club Premises Certificate number: ..... in respect of premises (*name and address*):

.....

.....

.....

hereby give notice that \* I / We wish to surrender the said Club Premises Certificate.

\* I / We hereby enclose the Club Premises Certificate.

or \* I / We hereby state that the reasons for failing to provide the Certificate are:

Signed.....

Date:.....

*Holder(s) of Club Premises Certificate*

Please provide us with a forwarding address and contact details to enable us to confirm receipt of this Notification:

.....

.....

The Council may be statutorily required to supply any information you provide, to other bodies exercising functions of a public nature, for the prevention and detection of fraud. For further information, please see [www.runnymede.gov.uk/DataMatching](http://www.runnymede.gov.uk/DataMatching)

**Data Protection and Privacy**

Any data supplied by you on this form will be processed in accordance with the General Data Protection Regulations, in supplying it you consent to the Council processing the data for the purpose it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Council or disclosed to others for a purpose permitted by law.

Data is deleted in accordance with our data retention policy. Our privacy policy is published on our web site [www.runnymede.gov.uk](http://www.runnymede.gov.uk)

*Return completed form to:*

Licensing Officer, Runnymede Borough Council, Runnymede Civic Centre, Station Road, Addlestone, Surrey KT15 2AH

Telephone: 01932 425711

Email: [licensing@runnymede.gov.uk](mailto:licensing@runnymede.gov.uk)