

**LICENSING ACT 2003  
SECTION 116**

**NOTICE OF SURRENDER OF A PERSONAL LICENCE**

**1) DETAILS OF PERSONAL LICENCE HOLDER**

Full Name of Personal Licence Holder	
Current Address of Personal Licence Holder	
Date of Birth	
Telephone Number	
Mobile Number	
Email Address	

**2) PERSONAL LICENCE DETAILS**

Personal Licence Number:	WBC\PL
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**3) PERSONAL LICENCE RETURNED?**

Please tick the relevant box to confirm if you have returned your Personal Licence:	I.D Badge <input type="checkbox"/>
	Paper part licence <input type="checkbox"/>
If you have not returned either part of your Personal Licence please state that reason(s) why:	

**4) SIGNATURE**

I HERBY GIVE NOTICE THAT I WISH TO SURRENDER THE ABOVE PERSONAL LICENCE, WHICH WILL LAPSE ON RECEIPT OF THE NOTICE BY THE LICENSING AUTHORITY.

**SIGNED**  
**(Personal Licence Holder)**

**DATED**

**Please return to:**

Licensing Department, New Town House, Buttermarket Street,  
Warrington, WA1 2NH