



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Licensing Team, Royal Borough of Kensington and Chelsea -
please visit our website www.rbkc.gov.uk for our current
postal address or contact us via Telephone: 020 7341 5152
or email: licensing@rbkc.gov.uk

Surrender of a Personal Licence
Section 116 of the Licensing Act 2003

I(1)
of(2)

hereby surrender my personal licence

I hereby enclose the original licence, OR

the licence is not available because(3)

Signed (4)Dated

Print name(s)

Address for correspondence.....

Note

The personal licence will lapse on the day the authority receives the notice of
surrender

¹ Insert full name of licence holder

² Insert address of licence holder

³ Give reasons why the licence is not available.

⁴ The form must be signed by the licence holder