

Hammersmith & Fulham Council  
Licensing Team  
Town Hall, King Street, London W6 9JU  
Telephone: 020 8753 1081  
email: [licensing@lbhf.gov.uk](mailto:licensing@lbhf.gov.uk)  
Web: [www.lbhf.gov.uk](http://www.lbhf.gov.uk)



**Surrender of a Premises Licence**  
**Section 28 of the Licensing Act 2003**

I/we .....<sup>(1)</sup>

of .....<sup>(2)</sup>

hereby surrender the premises licence in respect of the premises known as  
.....<sup>(3)</sup>

The premises ceased trading on .....<sup>(4)</sup>

I hereby enclose the original licence, **OR**

the licence is not available because .....<sup>(5)</sup>

Signed <sup>(6)</sup> .....Dated  
.....

Print name(s) .....

Address for correspondence.....

Email address ..... Contact Number .....

**Note**

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

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<sup>1</sup> Insert full name of licence holder(s)

<sup>2</sup> Insert address of licence holder(s)

<sup>3</sup> Insert name and address of premises to which the notice relates

<sup>4</sup> State the date the premises ceased trading.

<sup>5</sup> Give reasons why the licence is not available.

<sup>6</sup> The form must be signed by ALL licence holders