



Licensing Act 2003

(Section 41)

Notice to be removed as Designated Premises Supervisor (DPS)

Where an individual wishes to cease being the designated premises supervisor (DPS) in respect of a premises licence, he/she may give the Borough Council a 'notice' to that effect.

Once completed, send this notice to:

- The Licensing Team, Environmental Health & Housing, Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street, King's Lynn, PE30 1EX
- The Holder of the premises licence (if this is not you)

1. Designated Premises Supervisor's Personnel Licence Details

Personal Licence Number:	
Holder's Full Name:	
Holder's Address:	

Note: If you have moved address as a result of no longer being the DPS you must complete form 'Personal Licence Change of Name and/or address' and pay the fee of £10.50

2. Premises Licence Details

Premise Licence Number:	
Name of Premises:	
Address of Premises:	

You have a duty to give the premises licence holder a copy of this notice directing the holder to send the premises licence and premises licence summary to the Borough Council of King's Lynn & West Norfolk within 14 days. This copy of the notice must be given to the holder within 48 hours of giving the notice to the Borough Council.

3. Notice to Premise Licence Holder (from former DPS) instructing them to send the premises licence to the Borough Council

Premise Licence Holder:	
Holder's Address:	

I hereby give notice to you, the premises licence holder, directing you to send the premises licence to the Licensing Team, Environmental Health & Planning, Borough Council of King's Lynn & West Norfolk, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1 EX with 14 days.

4. Sign in all cases

- Checklist:** **Please tick**
- ★ I have sent a copy of this notice to the premises licence holder directing them to send the premises licence and premises licence summary to the Borough Council of King's Lynn & West Norfolk
 - ★ I enclose the premises licence and premises licence summary (if in my name) or a statement of reasons for failure to provide.
 - ★ If applicable, my change of name and/or address form for my personal licence (if issued by the Borough Council of King's Lynn & West Norfolk) has been completed.

Signature:			
Print Name:		Date:	
Date from which change is effective:			

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the licensing services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Licensing Act 2003.

Your data will be used for this specific purpose and may be passed to such third parties, including Council departments and other agencies where there is lawful authority to do so, including for the purposes of preventing or detecting fraud or other crimes.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system.

Your personal information will be kept for as long as you require a licence and for a period after the service is terminated. You can find more information about our retention policy on the [privacy notice](https://www.west-norfolk.gov.uk/privacy) page which can be found at the following link <https://www.west-norfolk.gov.uk/privacy>. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our [Data Protection](https://www.west-norfolk.gov.uk/dataprotection) page which can be found at the following link <https://www.west-norfolk.gov.uk/dataprotection>

If you are unhappy with the way your personal information is being handled you can contact the [Independent Information Commissioner, website: https://ico.org.uk/](https://ico.org.uk/).