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# Surrender your licence

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If you no longer wish to be the licence holder at a premises because, for example, you have left the premises, you can surrender your licence.

Even if you have left the premises you remain responsible for any licensable activities that occur, as well as being liable for the annual licence fee, until the premises licence is surrendered.

## Surrender your premises licence

You must put your request to surrender your licence in writing. Download and complete the [surrender request form \[PDF 139KB\]](#) ensuring it is signed by all licence holders if the premises licence is held by more than one person. Return the form with the original licence and summary or indicate on the form why it cannot be returned.

Once we receive your surrender request we will send confirmation that you are no longer the licence holder within 5 working days.

## Contact

### Licensing service

Municipal buildings, Corporation Street, Blackpool, FY1 1NF

**Telephone** 01253 478572

**Email** [licensing.la2003@blackpool.gov.uk](mailto:licensing.la2003@blackpool.gov.uk)

The licensing service is available to contact by telephone between 10:00am and 2:00pm Monday to Friday or visit in person by appointment only at the licensing desk at Blackpool Council's Customer First Centre on Corporation Street .

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### Blackpool Council

Municipal Buildings  
Corporation Street  
Blackpool  
FY1 1NF

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