

# Lost Licence Declaration Form

To: Birmingham City Council (Licensing Section)

I/We …………………………………………………………………………………………….

of .……………………………………………………………………………………………….

…………………………………………………………………………………………………..

…………………………………………………………………………………………………..

confirm that **Personal/Premises** Licence (delete as appropriate).

Licence number ……………………………………………………………………………….

issued to me has been **lost, mislaid or destroyed** (delete as appropriate).

If the above Licence is found, I will return it to the Licensing Section.

Signed ………………………………………………………………………………………….

***The licence Holder must sign this form, in the case of a Company, the Company Director, Company Secretary or their Solicitor/Legal Representative – please specify if necessary.***

Date ………………………………

Email Address ……………………...…………………………………………………………

Please return to:

Alcohol & Entertainment Licensing, Phoenix House, Garretts Green Trading Estate, Valepits Road, Birmingham, B33 0TD

Alternatively, please scan the completed form and email it to: [licensing@birmingham.gov.uk](mailto:licensing@birmingham.gov.uk)

After we’ve received your application, a licensing officer will contact you to take a debit or credit card payment for the fee (£10.50). **Please do not submit cheques or postal orders with your application as we are unable to accept them.**