Appendix 14.4

Surrender of Licence, Interim Permit or Manager Approval Form

This form is to be used by:

* the Licensee Holder to surrender the Licence to operate an Assisted Boarding House under sections 49 or 50 of the Boarding Houses Act 2012, or
* the Interim Permit holder to surrender the Interim Permit to operate an Assisted Boarding House under section 58 of the Boarding Houses Act 2012, or
* an Approved Manager to surrender their manager approval under section 65 of the Boarding Houses Act 2012.

|  |  |
| --- | --- |
| Boarding House Name: |  |
| Address of premises: |  |
| Licensee Name: |  |
| Approved Manager Name(s): |  |
| Licence Number: |  |
| Interim Permit Number (if relevant): |  |

I hereby surrender the Licence / Interim Permit / Manager Approval to operate or manage the Assisted Boarding House at the above premises. I am aware that

* failure to return the License / Interim Permit / Manager Approval within 28 days of being notified that the License / Interim Permit / Manager Approval is cancelled or revoked is a breach of the *Boarding Houses Act 2012* and may incur a Penalty Notice or maximum court penalty of $1,650, and
* it is an offence under section 41 of the *Boarding Houses Act 2012* to operate or manage premises as an Assisted Boarding House – that is, with two or more residents with additional needs as defined under the *Boarding Houses Act 2012* – without authorisation or approval.

I declare that I will no longer operate or act as a manager of an Assisted Boarding House with two or more residents with additional needs as defined under the *Boarding Houses Act 2012* at the above premises.

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |