LICENSING ACT 2003

APPLICATION TO TRANSFER A PREMISES LICENCE

Before completing this application form, please read the following instructions and the guidance notes at the end of the form.

If you are completing this form by hand, please use black ink and write legibly in block capitals. In all cases, ensure that your answers are kept inside the boxes. Use additional sheets if necessary. You may wish to keep a copy for your records.

I/we……apply to transfer the premises licence described under section 42 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference description	
Post town	**Post code**
Telephone number of premises if any	**Non domestic rateable value of premises** **£**

Please give a brief description of the premises

Name of current licence holder

Part 2 – Applicant details

In what capacity are you applying for the licence to be transferred to you

		Please tick	
(a)	an individual/individuals*	☐	please complete section A
(b)	a person other than an individual*		
	i. as a limited company	☐	please complete section B
	ii. as a partnership	☐	please complete section B
	iii. as an unincorporated association or	☐	please complete section B
	iv. other (eg. statutory corporation)	☐	please complete section B
(c)	a recognised club	☐	please complete section B
(d)	a charity	☐	please complete section B
(e)	the proprietor of an educational establishment	☐	please complete section B
(f)	a health service body	☐	please complete section B
(g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital	☐	please complete section B
(h)	the chief officer of police of a police force in England and Wales	☐	please complete section B

*If you are applying as a person described in (a) or (b) please confirm

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities*

  Or

- I am making the application pursuant to a statutory function* or
- A function discharged by virtue of Her Majesty's prerogative*

** delete as appropriate*

Section A – Individual Applicants

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other Title (please specify)_____

I am over 18 years old ☐

Surname	**First Names**
Postal address if different from premises address	
Post town	**Post code**
Daytime telephone number	**E-mail address (optional)**

Second Individual Applicant (if applicable)

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other Title (please specify)_____

I am over 18 years old ☐

Surname	**First Names**
Postal address if different from premises address	
Post town	**Post code**
Daytime telephone number	**E-mail address (optional)**

Section B – Other Applicants

Please provide name and registered address of applicant in full. Where appropriate, please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name	
Address	
Registered number (where applicable)	
Description of applicant (e.g. partnership, company, etc.)	
Telephone number	E-mail address

Part 3

Please tick yes

Are you the holder of the premises licence under an interim authority notice? ☐

Do you wish the transfer to have immediate effect? ☐

If not when would like the licence to take effect? _____

I have enclosed the consent form signed by the existing premises licence holder ☐

If you have not enclosed the consent form referred to above, please give the reasons why not. What steps have you taken to try and obtain the consent?

If this application is granted, I would be in a position to use the premises during the application period for the licensable activity or activities authorised by the licence (see section 43 of the Licensing Act 2003) ☐

I have enclosed the premises licence ☐

If you have not enclosed the premises licence or relevant part of it, please give the reasons why

Checklist

- I have made or enclosed payment of the fee ☐
- I have enclosed the consent form completed by the existing premises licence holder or my statement as to why it is not enclosed ☐
- I have enclosed the premises licence or relevant part of it or explanation ☐
- I have sent a copy of this application to the chief officer of police ☐
- I understand that if I do not comply with the above requirements, my application will be rejected ☐

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 4 – Signatures (please read guidance note 2)

Signature of applicant or applicant's solicitor or other duly appointed agent (please read guidance note 3) **If signing on behalf of the applicant, please state in what capacity**

Signature……..…

Date……..

Capacity……...

Signature of second applicant or second applicant's solicitor or other duly appointed agent (please read guidance note 4) **If signing on behalf of the applicant, please state in what capacity**

Signature……..……

Date……..……

Capacity……...

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)
Post town and post code
Telephone number (if any)
E-mail address (optional)

Notes for Guidance

1. Describe the premises. For example, the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives.
2. The application form must be signed.
3. An applicant's agent (for example, Solicitor) may sign the form on their behalf provided that they have actual authority to do so.
4. Where there is more than one applicant, both applicants, or their respective agents, must sign the application form.
5. This is the address which we shall use to correspond with you about this application.