

## Licensing Act 2003

# Guidance on How to Apply to Transfer a Premises Licence

### WHAT IS A TRANSFER APPLICATION?

A transfer application is to transfer ownership of a premises licence from an existing licence holder to a new licence holder. If the transfer application is granted, a new licence will be issued in the name of the new licence holder. The times and activities permitted on the licence will remain unchanged.

### HOW DO I APPLY TO TRANSFER A PREMISES LICENCE?

**Complete items 1- 6 below.** A failure to complete all parts of the application process will make the application invalid

Items **1- 5** should be submitted to **Stroud District Council**, Licensing Section, Ebley Mill, Ebley Wharf, Westward Road, Stroud, GL5 4UB

#### **1 Application Form to Transfer a Premises Licence**

This form is to be completed by the person(s) or organisation that wishes to be the new Premises Licence holder.

#### **2 Consent of Existing Licence Holder to transfer**

This form is to be completed by the existing licence holder(s) consenting to the licence to be transferred to a new person or organisation.

#### **3 The Fee**

The fee for an application to transfer a premises licence is £23.

Payment is made to Stroud District Council and can be made using the following methods

- Cheque made payable to 'Stroud District Council'
- Cash/card at the Council Offices between the hours of 10am-4pm
- Telephone using a credit/debit card – please call 01453 754440 during the hours of 10am-4pm.

#### **4 Original Premises Licence**

You must return the original premises licence issued or if appropriate the relevant part of the Licence. Please remember that the original licence consists of a Part A which is the full licence and a Part B which is the summary licence. If you are unable to return the licence you must include a statement on the transfer application form as to why it cannot be returned.

#### **5 Right to Work Check**

If applying as an individual(s) you must provide us with a copy of proof that you have the right to work in the UK. The notes for guidance at the back of the application form show a full list of acceptable documents.

## 6 Copies to the Police

You must send a copy of the following to the Police at the address below

- a. Application form to transfer a premises licence
- b. Consent of existing licence holder to transfer

**Gloucestershire Constabulary**, Licensing Unit, Community Engagement Dept, Police Headquarters, No 1 Waterwells, Quedgeley, Gloucester, GL2 2AN

### WHAT HAPPENS NEXT?

If you have ticked the box on the application form stating that you wish the transfer to have immediate effect, the transfer will have effect as soon as the valid application is submitted to the Licensing Section. The Police can object to a transfer application and they must do this within 14 days from the day they are notified of the application. If the Police object a hearing will be held to make a decision.

### WILL A TRANSFER CHANGE THE DPS NAMED ON THE LICENCE?

No. Licences that include sale of alcohol will have a named designated premises supervisor (DPS) on the licence and this will remain unchanged. If you wish to also change the designated premises supervisor you must submit a separate application to vary the designated premises supervisor.

### HOW DOES A TRANSFER AFFECT THE ANNUAL FEE?

Some Premises Licences incur an annual fee which becomes due on the anniversary of the original grant date of the licence and is payable by whoever is the licence holder at the time of the annual fee becomes due. If a licence is transferred the due date for the annual fee is unchanged. This means that an annual fee may be due soon after the transfer is granted. Contact the Licensing Section if you want confirmation of the relevant annual fee due date.

### WHAT HAPPENS IF I HAVE GAMING MACHINES?

If you wish to continue to have gaming machines or to put gaming machines in your premises you must submit to the Licensing Section a notification to have up to 2 gaming machines and pay the fee. You cannot transfer a gaming machine notification held by the previous premises licence holder. Contact the Licensing Section for more information.

### WHERE CAN I GET MORE HELP AND ADVICE?

Contact the Licensing Section

<b>Address:</b>	<b>The Licensing Section, Stroud District Council, Ebley Mill, Ebley Wharf, Westward Road, Stroud, Glos. GL5 4UB</b> If you wish to call into the Offices to speak to someone from the Licensing Team we advise that you ring first and make an appointment		
<b>Email:</b>	<b><a href="mailto:licensing@stroud.gov.uk">licensing@stroud.gov.uk</a></b>	<b>Phone:</b>	<b>01453 754440</b>
<b>Web:</b>	<b><a href="http://www.stroud.gov.uk">www.stroud.gov.uk</a></b>	<b>Fax:</b>	<b>01453 754963</b>