PREMISES LICENCES

Application form & Guidance Booklet for Applicants applying for the Transfer of a Premises Licence
Premises Licence – Transfer of Premises Licence

An applicant who wishes to take over a premises, which currently has a premises licence should apply to the relevant Licensing Authority, for the transfer of the said licence to him/her.

1. Application Process/Requirements
   Applications for the transfer of a premises licence, must include the consent form from the current licence holder to transfer, the premises licence (or appropriate part of that licence) or if that is not practicable a statement of the reasons for failure to provide such and the fee of £23.00 (Cheques and postal orders should be made payable to ‘Hull City Council).

   A copy of the application should also be forwarded to:

   **Humberside Police**
   Alcohol Licensing Department
   Police Headquarters
   Priory Road Police Station
   Priory Road
   Hull HU5 5SF

   **Telephone**: (01482) 976760 / 976758 / 976759 / 976761 / 676754
   **Email** communitieslicensing@humberside.pnn.police.uk

2. Determination of Application
   Under Section 42 (5) of the Licensing Act 2003, where the Chief Officer of Police has been notified of the transfer and feels that the granting of the application would undermine the Crime Prevention objective, he must give the relevant licensing authority a notice stating the reasons why he is not satisfied. The Chief Officer of Police must give that notice within a period of 14 days beginning on the day of which he was notified of the application.

   If after 14 days a notice has not been received from the Chief Officer of Police the application is deemed as granted.

3. Application Address
   Completed applications should be made to:

   **Kingston upon Hull City Council**
   Licensing Section
   33 Witham
   Kingston upon Hull
   HU9 1DB

   **Tel**: 01482 300300
   **Email**: licensing.requests@hullcc.gov.uk
Application to transfer premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I/We (Insert name of applicant) apply to transfer the premises licence described below 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 or description

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Telephone number at premises (if any)

Please give a brief description of the premises

Name of current premises licence holder

Part 2 - Applicant details

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

Please tick yes

a) an individual or 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 (for example a 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) an individual who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  □ please complete section (B)

ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in respect of an independent hospital in England  □ 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:

Please tick  yes

- 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

  o statutory function or □
  o a function discharged by virtue of Her Majesty’s prerogative □

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr  □  Mrs  □  Miss  □  Ms  □  Other title  
(for example, Rev)

Surname  First names

Please tick  yes

I am 18 years old or over

Current postal address if different from premises address

Post town  Post code

Daytime contact telephone number

E-mail address (optional)

SECOND INDIVIDUAL APPLICANT (fill in as applicable)

Mr  □  Mrs  □  Miss  □  Ms  □  Other title  

Surname  First names

I am 18 years old or over

Please tick  yes

Current postal address if different from premises address

Post town Post code

Daytime contact telephone number

E-mail address (optional)

(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 (for example partnership, company, unincorporated association etc.)

Telephone number (if any)

E-mail address (optional)

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 you like the transfer to take effect? Day Month Year

Please tick yes

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?

Please tick yes

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)

Please tick yes

I have enclosed the premises licence

If you have not enclosed premises licence referred to above please give the reasons why not.

- I have made or enclosed payment of the fee
- I have enclosed the consent form signed 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 today
- 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 authorised agent (See guidance note 3). If signing on behalf of the applicant please state in what capacity.

Signature
........................................................................................................................................

Date
........................................................................................................................................

Capacity
........................................................................................................................................

For joint applicants signature of second applicant, second applicant’s solicitor or other authorised agent (please read guidance note 4). If signing on behalf of the applicant please state in what capacity.

Signature
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Date
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Capacity
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Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 5)

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Telephone number (if any)
If you would prefer us to correspond with you by e-mail your e-mail address (optional)

Notes for Guidance

1. Describe the premises. For example the type of premises it is, its general situation and layout and any other information which would 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.
Consent of premises licence holder to transfer

I/we [full name of premises licence holder(s)]
the premises licence holder of premises licence number [insert premises licence number]
relating to [name and address of premises to which the application relates]

hereby give my consent for the transfer of premises licence number [insert premises licence number]

to [full name of transferee].

signed

name (please print)

dated