

Transferring a Premises Licence

There are occasions when a Premises Licence issued under the Licensing Act 2003 needs to be transferred to a new holder. This could be, for example when the holder of the licence sells the business. You should also consider whether a further application is required in order to change the Designated Premises Supervisor, if your premise has one, particularly if the holder of the licence and DPS are the same person or if they are also leaving the premises.

In addition, if you have any Amusement with Prizes machines the permit for these will lapse if a Premises Licence is transferred. A fresh application will need to be made.

How to apply

In order to apply to transfer a premises licence the following are required:

- Completed application form: '**Application to transfer premises licence to be granted under the Licensing Act 2003**'. Note that the application form must be completed by the person(s) or organisation intending to *take on* the licence. See below for notes on completing the form.
- Completed form **Part B – Consent of Premises Licence Holder to Transfer Premises Licence** signed by the *current* licence holder(s).
- The fee, currently £23.
- The current Premises Licence. However, please retain the existing premises plan currently included with the licence for attaching to your new licence when it is issued.

You must then take copies of the completed forms and forward the originals, the fee and the current Premises Licence to the Licensing Section at Melton Borough Council. The copy of your application form must be sent immediately to Leicestershire Constabulary for their consultation. The Police have the authority to object to an application within 14 days.

The addresses are as follows:

**The Licensing Officer
Melton Borough Council
Nottingham Road
Melton Mowbray
LE13 0UL**

**The Chief Officer of Police
The Licensing Section
Mansfield House
74 Belgrave Gate
Leicester LE1 3GG**

(Fax 0116 248 4337)

Notes on completing the Transfer Application Form

The name of the applicant must be the person or organisation taking on the licence.

The Premises Licence number will be printed on each page of the current licence.

Parts 1 & 2 of the form ask for information relating to the actual premises address and the names and addresses of the applicants. The applicant may be an individual or an organisation.

Part 3 relates to the licence itself and asks whether you wish the transfer to have immediate effect, i.e as soon as the complete application is received by the Licensing Authority. Alternatively you can specify a particular date in the future if, for example the premises have not yet been sold.



Changing the Designated Premises Supervisor on a Premises Licence

A Designated Premises Supervisor is required for premises that sell alcohol and the name of this person is recorded as part of the Premises Licence. Without a recorded DPS (who must hold a Personal Licence) it is an offence to sell alcohol. There may be instances however when a DPS needs to be replaced and the Licensing Act has set out a simple administrative process for this.

How to apply

In order to apply to vary a licence to change the Designated Premises Supervisor the following are required:

- Completed application form: '**Application to vary a premises licence to specify an individual as designated premises supervisor under the Licensing Act 2003**'. This application must be made by the holder(s) of the Premises Licence.
- Completed form '**Part A – Consent of Individual to being specified as premises supervisor**'. This is signed by the proposed new DPS.
- The fee, currently £23.
- The current Premises Licence. However, please retain the existing premises plan currently included with the licence for attaching to your new licence when it is issued.

You must then take two copies of the completed forms and forward the originals, the fee and the current Premises Licence to the Licensing Section at Melton Borough Council. One copy of your application form must be sent immediately to Leicestershire Constabulary for their consultation. The Police have the authority to request the rejection of an application. The second copy must be given to the **existing** Designated Premises Supervisor.

The addresses are as follows:

**The Licensing Officer
Melton Borough Council
Nottingham Road
Melton Mowbray
LE13 0UL**

**The Chief Officer of Police
The Licensing Section
Mansfield House
74 Belgrave Gate
Leicester LE1 3GG**

(Fax 0116 248 4337)

Notes on completing the Designated Premises Supervisor Application Form

The name of the applicant must be the Premises Licence holder.

The Premises Licence number will be printed on each page of the current licence.

Part 1 of the form asks for information relating to the actual premises address.

Part 2 asks for details of the old DPS, new DPS and whether the change is to take immediate effect. You also need to confirm whether the old licence accompanies the application, but please retain the plan of the premises for attaching to the amended licence that will be issued to you.