

TENDRING DISTRICT COUNCIL
LICENSING ACT 2003 - GENERAL INFORMATION
TRANSFER OF A PREMISES LICENCE

If you need to apply for the transfer of a Premises Licence, you must complete the appropriate form and send it to the Licensing Section together with the current Premises Licence [or if not available, a statement detailing why you cannot enclose it], the licenceholder's consent and the fee, which stands at the moment at £23.00. You will also need to send a copy of the application form and supporting papers to the Police at the address shown below. If you have any difficulty in obtaining the licenceholder's consent you will have to show that you have taken all reasonable steps to obtain it and if you were asking for an immediate transfer that, during the transfer period, you would be in a position to use the premises for the licensable activities authorised by the Premises Licence.

The Police and Home Office (Immigration) will have 14 days in which to lodge a representation against your application. If this happens, a date will be arranged for a Hearing before one of the Premises/Personal Licences Sub-Committees and you will, of course, be invited to attend the Hearing to speak in support of the application and to hear the decision made on that day.

Until such time as the Police or Home Office lodge an objection or the 14 day period for receipt of such objections expires, you will be able to carry on the licensable activities authorised by the current Premises Licence.

When the transfer process is complete, you will be notified of this and of the date when the transfer became fully effective. At that point, you should confirm the transfer to the Designated Premises Supervisor if that person is not yourself.

TENDRING DISTRICT COUNCIL

Please send your completed application form, fee and supporting documents to:-

The Licensing Team
Tendring District Council
Town Hall
Station Road
Clacton on Sea
Essex
CO15 1SE

Please send a copy of the full completed application to the following Responsible Authorities. The addresses of which are:	
<u>ESSEX POLICE</u> Licensing Department (Alcohol) Essex Police Braintree Essex CM7 3DJ Email: licensing.applications@essex.police.uk	<u>HOME OFFICE (IMMIGRATION)</u> Alcohol Licensing Team Lunar House 40 Wellesley Road Croyden CR9 2BY Email: alcohol@homeoffice.gov.uk

Licensing Office

Licensing Authority, Tendring District Council, Town Hall, Station Road,
Clacton on Sea, Essex CO15 1SE

Email: licensingsection@tendringdc.gov.uk General Licensing Telephone: 01255 686565

Please be aware that the Licensing Office is only open for personal callers by prior appointment only.

TENDRING DISTRICT COUNCIL

**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 apply to transfer the premises
(Insert name of applicant)
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	
Post Town	Post Code
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 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
 - statutory function or
 - 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

I am 18 years old or over

Yes

Current postal address if different from premises address

Post Town

Post Code

Daytime contact telephone number

E-mail address (optional)

SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)

Mr Mrs Miss Ms Other Title
(for example, Rev)

Surname

First Names

I am 18 years old or over

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)
Telephone number (if any)
Email 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
<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

- | | | |
|---|--------------------------|--------------------------|
| | Please tick ✓ | Yes |
| • I have made or enclosed payment of the fee | <input type="checkbox"/> | <input type="checkbox"/> |
| • I have enclosed the consent form by the existing premises licence holder or my statement as to why it is not enclosed | <input type="checkbox"/> | <input type="checkbox"/> |
| • I have enclosed the premises licence or relevant part of it or explanation | <input type="checkbox"/> | <input type="checkbox"/> |
| • I have sent a copy of this application, to the chief officer of police today | <input type="checkbox"/> | <input type="checkbox"/> |
| • I understand that if I do not comply with the above requirements my application will be rejected | <input type="checkbox"/> | <input type="checkbox"/> |

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 applications signature of 2nd applicant or 2nd 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:

Date:

Capacity:

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 5)	
Post Town	Post Code
Telephone number (if any)	
If you would prefer us to correspond with you by email your email address (optional)	

Notes for Guidance

1. Describe the premises. For example the type of premises it is, its general situation and layout and 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.

TENDRING DISTRICT COUNCIL

Consent of premises licence holder to transfer

To be completed by Previous licence holder giving permission to Transfer Premises Licence

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

Please send your completed application form, fee and supporting documents to:-

The Licensing Team
Tendring District Council
Town Hall
Station Road
Clacton on Sea
Essex
CO15 1SE