



Date: Updated 25th January 2012

Our reference:

Your reference:

Dear Sir/Madam

The Licensing Act 2003 (Premises licences and club premises certificates)

Regulations 2005

Application to transfer a Premises Licence under Licensing Act 2003

Please find enclosed the application form for you to apply to transfer a Premises Licence under the provisions of Section 17 of the Licensing Act 2003. You should note that this is a prescribed form issued by the Government.

The application form must be completed in BLACK INK. Please read the instructions and guidance notes before completing the form.

Requirements for application to transfer a premises licence

- When the application to transfer a Premises licence is in respect of a premises that has a Designated Premises Supervisor, there is a legal requirement that the designated premises supervisor is notified of the application. If the application is granted, the applicant must forthwith notify the designated premises supervisor of the transfer.
- The premises licence must accompany any application for transfer or, if that is not practicable, a statement of the reasons for the failure must be provided.
- The Licensing Authority must reject the application if none of the following conditions applies:
 - o That section 43 (1) (applications given interim effect) applies to the application
 - o That the holder of the premises licence consents to the transfer,
 - o That the applicant is exempted from the requirement to obtain the holder's consent to transfer.
- Pay the transfer fee of £23.00
- You are required to serve a copy of the complete application on Essex Police:
Miss Charlotte Gearing, Police Licensing Officer, Essex Police, Harlow Police Station, The High, Harlow, Essex, CM20 1HG.

Failure to comply with any of the above requirements will mean that your application is not valid and you may be committing an offence.

If you wish to submit the application in person so that it can be checked, please telephone 01277 312523 to make an appointment to see the Licensing Officer. Alternatively, the application can be sent to the Licensing Section at the above address.

Should you have any queries with regard to the application procedure, please do not hesitate to contact this office.

Yours faithfully

Ashley Culverwell
For Licensing Authority

Licensing
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Email: licensing@brentwood.gov.uk