



Gambling Act 2005

Application for Transfer of a Premises Licence

How to apply:

Application forms can be requested on 01493 846304 or by email to licensing@great-yarmouth.gov.uk. Please ensure that you have the appropriate application form before beginning to complete it.

Your application should be accompanied by:

- The existing premises licence*;
- Written consent to the transfer from the existing licenceholder;
- The appropriate application fee (detailed below).

* If it is not possible to provide the premises licence with your application, a statement as to why this is the case should be provided.

The completed application form and all of the accompanying documents should be sent to the Licensing Department, at the address given at the end of these notes.

Operating Licences & Personal Licences

Before any application can be made for the transfer of a Premises licence, an application for a relevant Operating licence must have been submitted to the Gambling Commission. Further details on Operating licences and Personal licences are available direct from the Gambling Commission, on 0121 230 6666, or through their website, www.gamblingcommission.gov.uk. Please note that no Premises licence will be issued before an appropriate Operating licence is confirmed as granted.

Consultation

When making a transfer application, notice of your application must be given to the responsible authorities listed on the attached sheet, within 7 days of submitting your application to the Local Authority. A format has been prescribed for this notice and is included with the application.

In respect of this notice, please remember to use **Form A** if only one individual or company is making the application and **Form B** if the application is being made jointly by two or more individuals and/or companies.

Representations from any of the Responsible Authorities will be accepted during the period of 28 days starting from when your application is made.

If a valid representation is received, the application will be referred to a meeting of the Licensing Sub Committee for determination.

There is no requirement for newspaper of premises advertisements as part of a transfer application

Failing to properly notify the Responsible Authorities will delay the determination of your application.

Interim Authority

Question 17 on the application form allows the applicant to request that they are treated as if they were the licenceholder during the application period. This will allow an established premise to continue operating under the authority of the premises licence while the application is considered. However, the use of this provision does not exempt the applicant from any other requirement under the Act, such as the need to hold a valid Operating licence. The effect of this section will commence when the application is received by the licensing authority, and end upon determination of the application.

Consent from existing licence holder

It is required that an application to transfer a premises licence is accompanied by a written letter of consent from the existing licence holder, to demonstrate that they consent to the licence being transferred to the new applicant. A template for this letter is attached.

However, in some circumstances, it may not be possible to obtain consent from the existing licence holder – for instance, if they have left the premises and their current whereabouts is unknown. In these circumstances, the licensing authority has discretion to remove the requirement to submit a letter of consent – however, it is expected that the applicant will have taken all reasonable steps to try and reach the licence holder, and that a statement of these steps will be submitted in place of the letter of consent.

Please note however, that this provision does not apply if the previous licence holder has **refused** to give consent to the transfer of the licence.

Application Fees

The application fee is dependent on the type of premises licence you are applying for the transfer of. All premises licence fees are set by the local licensing authority, up to a maximum amount prescribed by regulations. A list of the application fees set by Great Yarmouth Borough Council has been attached

Annual Fee

An annual fee is payable to the licensing authority to maintain all premises licences, upon the anniversary of the date that the licence originally took effect. Transfer applications have no impact on this date, and, if successful, the new holder of the premises licence will be expected to pay any fees incurred while they hold that licence.

Further information and assistance

If you require any further information regarding the new Premises licences, or assistance in completing your application, please contact the Licensing Department using the details given below:

By Post	Licensing Department, Central Services, Town Hall, Hall Plain, Great Yarmouth, NR30 4ND		
In Person	At the above address - we are open: 9:00am 5:00pm Monday Friday		
By Phone	01493 846530	By Email	licensing@great-yarmouth.gov.uk
By Fax	01493 846201		