



## **Licensing Act 2003 – Guidance** **How to apply to transfer a premise licence.**

These guidance notes, issued on behalf of Great Yarmouth Borough Council, are intended to provide further information to applicants to enable them to submit an application that complies with the provisions of the licensing Act 2003 and the associated regulations.

However, these notes do not constitute a full statement of the law.

### **What is a Premise Licence?**

A premise licence issued under the Licensing Act 2003 will be issued to either one or more individuals or a person other than an individual e.g. a company. If the person (s) carrying on the business at the premises change then it will be necessary to transfer the existing licence into the name (s) of those persons who will in future be connected with the premises.

### **How Do I apply for the licence?**

To apply to transfer a Premise Licence you must apply to Great Yarmouth Borough Council as follows:-

1. Complete the application form. Please note that the application must be in the name of the person (s) wishing to hold the premises Licence. The person completing the form must have the authority to do so. Please specify if you wish the change to take immediate effect or if not enter the date from when the transfer is to be effective. You must also enclose the current Premises Licence. If you cannot do so you must explain why.
2. You must obtain the consent of the existing licence holder(s) and their name(s) will need to be entered on the application form. In addition they will need to give their consent to the transfer and must complete the form provided for this purpose which must accompany the application. If you can not obtain the consent of the existing licence holder (s) you must explain why this has not been possible. Please note that consent is not necessary in two specific cases. Firstly, if the applicant is the holder of the premises licence by the way of an Interim Authority and is merely seeking permanent transfer of that licence into their name. Secondly, if the applicant has taken all reasonable steps to obtain consent and are in a position to use the premises immediately for the licensable activities authorised by the existing licence.
3. The completed application form, consent form and Premises Licence (if any) must be sent to the licensing authority as follows:-

**Great Yarmouth Borough Council, Licensing Office, Town Hall, Hall Plain,  
Great Yarmouth NR30 2QF**

The fee for transfer of a Premises Licence is £23 and all cheques must be made payable to Great Yarmouth Borough Council.

4. At the same time as submitting your application to the licensing authority you must also submit a copy of the application to the Police as follows:-

5. **Norfolk Constabulary Licensing Team, 4<sup>th</sup> Floor, Vantage House, Fishers Lane, Norwich, Norfolk, NR2 1ET**
  
6. If the premises is one where the existing licence authorises the sale of alcohol and you wish the transfer to take immediate effect, at the same time as submitting the application to the licensing authority and the Police you must also give notice of the application to the existing Designated Premises Supervisor (if any), so that they are aware of your application. If your application to transfer is granted you must also notify the DPS of the transfer.

#### **How long will it take for my application to be processed?**

Provided you have sent all the necessary information required for your application to be considered, have submitted the relevant fee, and sent a copy of your application to the Police, it will take at least 14 days to process your application. We may liaise with the Police concerning your application as they have the right under certain circumstances to object to the granting of a licence. If this happens we will contact you. If no objection is made we will process your application and issue your licence.

#### **IMPORTANT NOTE:**

**If you currently have gaming machines installed at your premises and you hold a Licensed Premises Gaming Machine Permit (more than 2 gaming machines), you will be able to transfer the existing permit, in the previous owners name, into yours. This will involve returning the current Gaming Machine Permit and submitting an application and the fee of £25.00 to the Licensing Section, Town Hall, Hall Plain, Great Yarmouth.**

**However, if your premises currently has only two or less gaming machines and the previous licensee was issued with a Notification to this effect from the Council, this notification can not be transferred. The new licence holder will need to apply for a new notification which will involve submitting an application and the fee of £50.00, to the Licensing Section, Town Hall, Hall Plain, Great Yarmouth.**

If you require either of the above application forms, please contact the Licensing Section on 01493 846304 or email [licensing@great-yarmouth.gov.uk](mailto:licensing@great-yarmouth.gov.uk)