



Central Administration Unit

East Northamptonshire Council

Cedar Drive

THRAPSTON

Northamptonshire

NN14 4LZ

Tel: 01832 742102 Fax: 01832 734839

DX: 701611 Thrapston

E-Mail: licensingunit@east-northamptonshire.gov.uk

Web Site: www.east-northamptonshire.gov.uk

Dear Applicant

Licensing Act 2003 – Application to Transfer Premises Licence and Vary Designated Premises Supervisor Simultaneously.

Please find enclosed all of the information you need to apply to Transfer Premises Licence and vary Designated Premises Supervisor simultaneously under the Licensing Act 2003. Within this letter you will find:-

- Application form to Transfer Premises Licence
- Consent of Existing Licensee
- Application form to vary Designated Premises Supervisor
- Consent of New Designated Premises Supervisor
- Checklists

Below is a step by step guide to help you through this process. All of the relevant information including fees are contained within the enclosed checklists.

You should be aware that premises licences are subject to an annual fee which becomes payable on the anniversary of the date the licence was first issued. These fees are charged one year in arrears. The person who holds the licence **on the anniversary date** will become liable for the whole years fee.

Step One

Complete application forms. Ensure that consent forms are completed by the Existing Licensee and the new Designated Premises Supervisor.

Step Two

Copies of the applications must be sent to the relevant Police Area Commander for your area, and, in the case of the Vary DPS forms only, to the outgoing DPS.

Step Three

From 1st April 2008, all applications must be sent directly to the Central Administration Unit at East Northamptonshire Council. All applications must be accompanied by the Current Premises Licence (which should be approximately eight pages) and the fee of £46.00. If the Current Premises Licence is not available, please forward an additional fee of £10.50 to cover its replacement. Cheques should be made payable to 'East Northamptonshire Council'.

If you require any further information or assistance please do not hesitate to contact Central Administration Unit on 01832 742102 or email info@northantslicensing.gov.uk.

Yours faithfully

Central Administration Unit
Enc.



Checklist to Accompany Transfer/Variation of DPS

| Information Required | Detail |
|--|--|
| Application Fee of £46.00, made payable to East Northamptonshire Council. | Enclosed <input type="checkbox"/> Not Enclosed <input type="checkbox"/> |
| Consent of Existing Licensee | Enclosed <input type="checkbox"/> Not Enclosed <input type="checkbox"/> |
| Consent of <u>Proposed</u> DPS | Enclosed <input type="checkbox"/> Not Enclosed <input type="checkbox"/> |
| Current Premises Licence Or 10.50 for Replacement | Enclosed <input type="checkbox"/> Not Enclosed <input type="checkbox"/> Enclosed <input type="checkbox"/> Not Enclosed <input type="checkbox"/> |
| Copy of Application Sent to Police Authority <i>(details below)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> Failure to do so will result in the halting of your application until the correct submissions are made. |
| Copy Sent to Current DPS | Yes <input type="checkbox"/> No <input type="checkbox"/> Failure to do so will result in the halting of your application until the correct submissions are made |

THIS CHECKLIST MUST ACCOMPANY YOUR APPLICATION FORM AND YOU MUST ENSURE YOU HAVE INCLUDED ALL OF THE RELEVANT INFORMATION AS LISTED ABOVE – AS THIS MAY DELAY THE PROCESSING OF YOUR APPLICATION

Police

Kettering, Corby, East Northants & Wellingborough

Licensing Officer
Northamptonshire Police (North) Licensing
Unit,
Unit C, Diamonds Business Centre,
Attley Way,
Irthlingborough, NN9 5GF

TEL: 08453 700 700

Daventry

Licensing Officer
DAVENTRY POLICE STATION
Area Headquarters
New Street
Daventry
NN11 4BS

TEL: 01327 300300



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
(Insert name of applicant)

apply to transfer the premises 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?

- | | |
|--|---|
| <p>a) an individual or individuals*</p> <p>b) a person other than an individual *</p> <p style="padding-left: 20px;">i. as a limited company</p> <p style="padding-left: 20px;">ii. as a partnership</p> <p style="padding-left: 20px;">iii. as an unincorporated association or</p> | <p>Please tick yes</p> <p><input type="checkbox"/> please complete section (A)</p> <p><input type="checkbox"/> please complete section (B)</p> <p><input type="checkbox"/> please complete section (B)</p> <p><input type="checkbox"/> please complete section (B)</p> |
|--|---|

- 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**

Please tick yes

I am 18 years old or over

Current postal address if different from premises address

Post town **Post code**

Daytime contact telephone number

E-mail address (optional)

SECOND INDIVIDUAL APPLICANT (fill in as applicable)

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

Surname **First names**

I am 18 years old or over Please tick 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 etc) |
| Telephone number (if any) |
| E-mail 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

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

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.

- I have made or enclosed payment of the fee
- I have enclosed the consent form signed by the existing premises licence holder or my statement as to why it is not enclosed
- I have enclosed the premises licence or relevant part of it or explanation
- I have sent a copy of this application to the chief officer of police today
- I understand that if I do not comply with the above requirements my application will be rejected

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 applicants signature of 2nd applicant, 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 e-mail your e-mail address (optional) | |

Notes for Guidance

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



Form of consent given by the person who holds the existing licence

I/We ,.....,

[insert full name(s) of existing licence holder(s)]

being the holder(s) of an existing licence/existing licences

.....
.....
.....

[insert name of licence(s), the date of grant of the licence(s) and by whom the grant(s) was/were made]

hereby consent to the application by

.....

[insert full name or names of applicant]

under paragraph 2 of Schedule 8 to the Licensing Act 2003 for the grant of a new licence under paragraph 4 of that Schedule to succeed the said existing licence(s) held by me in respect of

.....
.....

[insert name and address of premises].

Signed:

Date:



Application to vary a premises licence to specify an individual as designated premises supervisor 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

(full name(s) of premises licence holder)

being the premises licence holder, apply to vary a premises licence to specify the individual named in this application as the premises supervisor under section 37 of the Licensing Act 2003

Premises licence number

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description

Post town

Post code (if known)

Telephone number (if any)

Description of premises (please read guidance note 1)

Part 2

Full name of proposed designated premises supervisor

Personal licence number of proposed designated premises supervisor and issuing authority of that licence (if any)

Full name of existing designated premises supervisor (if any)

Please tick yes

I would like this application to have immediate effect under section 38 of the Licensing Act 2003

I have enclosed the premises licence or relevant part of it

(If you have not enclosed the premises licence, or relevant part of it, please give reasons why not)

Reasons why I have failed to enclose the premises licence or relevant part of it

Please tick yes

- I have made or enclosed payment of the fee**
- I will give a copy of this application to the chief officer of police**
- I have enclosed the consent form completed by the proposed premises supervisor**
- I have enclosed the premises licence, or relevant part of it or explanation**
- I will give a copy of this form to the existing premises supervisor, if any**
- I understand that if I do not comply with the above requirements my application will be rejected**

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 3 – 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 applicants signature of 2nd applicant 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 e-mail your e-mail address (optional) | |

Guidance notes

1. Describe the premises. For example the type of premises it is.
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.



Part A

Consent of individual to being specified as premises supervisor

I *[full name of prospective premises supervisor]*

of
[home address of prospective premises supervisor]

.....
[daytime phone number] [evening phone number] [mobile]

hereby confirm that I give my consent to be specified as the designated premises supervisor in
relation to the application for*[type of application]*

by*[name of applicant]*

relating to the premises licence*[number of existing licence if any]*

for
[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by
.....
[name of applicant]

concerning the supply of alcohol at
.....
[name and address of the premises to application relates]

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number *[insert Personal licence number, if any]*

Personal licence issuing authority
.....
[insert name and address and telephone number of personal licence issuing authority, if any]

..... Signed

..... Name (please print)

..... Date