

**Guidance for applicants on the transfer process for Premises Licence Holders
and/or the variation of Designated Premises Supervisors**

The application process (Transfer of Premises Licence)

Once granted the Premises Licence may be transferred to another person or body provided that they are aged 18 or over. The Premises Licence Holder (PLH) will become responsible for the licence and the annual fee payment, from the date of transfer.

To transfer the licence the following documents should be submitted to Licensing Services at New Forest District Council.

Form– Application to transfer premises licence under Licensing Act 2003

Form – Consent of the premises licence holder to transfer

Fee – Cheque payable to New Forest District Council for the required fee of £23.00

Current licence – the premises licence should accompany the application forms and fee. If this is not possible the reasons are required on the forms.

Police and Home Office (Immigration Enforcement) copies

If the prospective licence holder is to be an individual and not a company, copies of above forms should be sent to the Police and the Home Office (Immigration Enforcement department) on the same day as posted to the Licensing department (contact details at the end of this document).

If the police or Immigration department have concerns that the appointment of the new PLH will undermine a licensing objective, or the proposed PLH does not have the right to work in the UK, the licensing department will receive an objection to the application. The licensing authority and the applicant will receive a notice stating the reasons for this decision. Both notices will be issued by the Police and the Immigration department within 14 days of receiving the application. If there are no objections then the application will be processed.

Additional information for transfer of a premises licence

Form– Application to transfer the premises licence (s42) should be completed by the person/persons or company who would like the licence transferring. (The **NEW** PLH).

Form – Consent to transfer premises licence .This form should be completed by the outgoing PLH who, by completing this form, is ALLOWING the transfer to take place (and have their name removed from the licence).

The application process (change of Designated Premises Supervisor (DPS))

A DPS is specified on every premises licence where the sale of alcohol takes place (not Club Premises Certificates). A DPS can be changed to allow another person to take over that role, to allow for staff changes. To change the DPS on the licence the following documents should be submitted to Licensing Services at New Forest District Council.

Form - Application to vary the Designated Premises Supervisor under Licensing Act 2003. This form should be completed by the Premises Licence Holder (or if a transfer of the premises licence is being sought at the same time, the NEW premises licence applicant).

Form- Consent of the individual who will be the NEW Designated Premises Supervisor. This should be completed by the incoming (NEW) supervisor who by completing the form is giving his/her authority to be written into the Premises Licence

Fee – Payment required for £23.00 fee. Cheques should be made payable to New Forest District Council or contact number provided to enable a card payment to be taken.

Current licence – the premises licence should accompany the application forms and fee. If this is not possible, the reasons why should be completed on the form.

Police copies

Copies of forms above should be sent to the Police on the same day as posted to Licensing Services (contact details are the end of this document).

Where the police are satisfied that the variation of the DPS will not undermine the crime prevention objective, he/she will notify the Licensing Authority and the variation will be processed by Licensing Services.

If the police believe that this change in personnel will undermine the Prevention of Crime and Disorder licensing objective the officer must give the relevant licensing authority and the applicant a notice stating the reasons for this decision. Both notices will be issued by the Police within 14 days of receiving the application.

Responsibilities under the Immigration Act 2016

It is the responsibility of all employers to ensure that their employees have the right to work in the UK. Checks of identity documents must be carried out when engaging staff and if necessary, periodically.

A declaration is included on the form “**Variation of DPS**” to be signed by the Premises Licence Holder to declare that the necessary checks have been carried out and the new DPS has the right to work in the UK. On the second page of this form details taken from the ID document(s) produced by the DPS must be completed. They are Nationality, Place of birth and Date of birth.

On form “**Consent by an individual to be specified as a DPS**” which will also accompany a variation of DPS, the DPS must also sign a declaration to state that he or she has the right to work in the UK.

Additional information for variation of the DPS

Form – Consent by an individual to be specified as a DPS .This form should be completed by the PLH (or if a transfer of premises licence is being sought at the same time, the NEW premises licence applicant).

Form- Notice by the current DPS to be removed from the licence. This form is designed to be completed by the current Designated Premises Supervisor who is leaving the premises, to give authority for them to be removed from the licence.

Form – Consent by an individual to be specified as a DPS .This should be completed by the incoming (NEW) supervisor who by completing the form is giving his/her authority to be written into the Premises Licence.

Fees

Application or notice	Fee
Application to vary licence to specify individual as premises supervisor	£23.00
Application for transfer of premises licence	£23.00

Contact details for New Forest District Council

Licensing Services
Appletree Court
Beaulieu Road
Lyndhurst
SO43 7PA
Phone: 023 8028 5505
Email: licensing@nfdc.gov.uk

Contact details for Police Licensing Officer

Police Licensing Team-Western area
Southampton Central Police Station
Southern Road
Southampton
SO15 1AN
Email: force.licensing@hampshire.pnn.police.uk

Contact details for Home Office (Immigration enforcement)

Alcohol Licensing Team
Home office
Lunar House
40 Wellesley Road
Croydon
CR9 2BY
Email: alcohol@homeoffice.gov.uk

Notes

The Home Office should be only be served with a copy of the Transfer of Premises Licence Holder application **if** the new Premises Licence holder is an individual and not a company.

There is no requirement to serve the Home office with a change of DPS application.