

Guidance notes: Apply to transfer a Premises Licence or Club Premises Certificate

Any person, including a business, may apply for a premises licence to be transferred to them.

Applications to transfer a premises licence or club premises certificate must be made by the incoming licence holder, with the consent of the outgoing licence holder.

The police must be notified of all transfer applications. Where the licensable activity includes the sale of alcohol or late night refreshment, the home office (immigration enforcement) must also be notified. We will automatically notify these parties providing the application is submitted electronically. If you chose to submit a paper application, then you will need to notify both these parties.

We'll confirm within 14 days to let you know if your application was successful.

Applications cost £23

Who can apply

The person who wishes to become the new premises licence holder (individuals must be 18 years or over to apply) must complete the application to transfer a premises licence. This application will only change who the premises licence holder is, it will not change the licence in any other way.

The current licence holder must complete a licence transfer consent form which needs to be supplied as part of your application, together with a copy of the current premises licence. If you are unable to provide either of these documents, then you will need to provide an explanation.

Individual applicants and applications from partnerships which are not limited liability partnerships must also provide documentary evidence they have the right to work in the UK.

Right to work/immigration status

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

They do this in one of two ways:

- 1) by providing with this application copies or scanned copies of the documents which an applicant has provided, to demonstrate their entitlement to work in the UK (which do not need to be certified) as per information published on gov.uk and in guidance.
- 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Home Office online right to work checking service.

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code, provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work> which, along with the applicant's date of birth, will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.