

If calling please ask for: Customer Services
01243 534740
E-mail
contact@chichester.gov.uk

Our ref: LA47

Your ref:

Dear Sir or Madam

Licensing Act 2003 – Section 42 Enquiry - Premises Licence Transfer Application

Thank you for the recent enquiry regarding submitting a Premises Licence transfer application.

Please find enclosed the appropriate forms and I would specifically draw your attention to the statutory guidance notes set out at the rear of the application form.

Shown below and overleaf are the various steps that must be taken to ensure a valid application is submitted. Please note that if any of the requirements are not complied with, then this Licensing Authority will not regard the application as having been properly made.

1. Application form – **Form L13**.
2. Consent form - **Form L25**.
3. Evidence of the applicant(s) having an entitlement to work in the UK may be required. This is applicable to all individual applicants, including those in a partnership, but not companies or limited liability partnerships. Where appropriate, the applicant(s) is/are required to submit as evidence a document from a prescribed list (see note 2 of the 'Notes for Guidance' at the end of Form L13 for information on the specific documents which meet the statutory requirements).
4. The application costs **£23.00** and should be paid by card via our Customer Services Team when visiting the council offices or by telephone on 01243 534740.

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5. The original copy of the existing Premises Licence that is in force at the premises (both Parts A and B) must be returned. If this is not practicable, a statement of the reasons for the failure to provide the licence is required. When sending in the originals, we would suggest that a photocopy is retained at the premises whilst the application is being processed.
6. A copy of the application form and any documents accompanying it, must be submitted to the Chief Officer of Police on the same day on which the application is given to the Licensing Authority. Please submit the application to the following postal or email address:

By post: **Chief Officer of Sussex Police, c/o Licensing Officer, Sussex Police, Centenary House, Durrington Lane, Worthing, West Sussex, BN13 2PQ.**

By email: **WS_licensing_WOR@sussex.pnn.police.uk**

7. If the current Premises Licence authorises the retail sale of alcohol and/or provision of late night refreshment as a licensable activity, then it is a requirement that a copy of the application form must also be submitted to the Home Office (Immigration Enforcement) on the same day on which the application is given to the Licensing Authority. Where necessary, please submit the application to the following postal or email address:

By post: **Alcohol Licensing Team, Lunar House, 40 Wellesley Road, Croydon, CR9 2BY.**

By email: **Alcohol@homeoffice.gsi.gov.uk**

8. In the case of a transfer of a Premises Licence in respect of which there is a Designated Premises Supervisor (the 'DPS'), and the applicant for the transfer and the DPS are not the same, the applicant must forthwith notify the existing DPS of the application in writing.

Please do not hesitate to contact us should you wish to discuss any aspect of the application prior to its formal submission.

Yours faithfully

**Licensing Team
Housing & Environment Services**