

Consent of premises licence holder to transfer

I/we

.....
[full name of premises licence holder(s)]

the premises licence holder(s) of premises licence
number

.....
*[insert premises licence
number]*

relating to

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

hereby give my consent for the transfer of premises licence number

.....
[insert premises licence number]

to

.....
[full name of transferee].

signed

name

(please print)

dated

Guidance Notes

Obtaining the consent of the existing licence holder

Generally, you must submit the existing licence holder's written consent to the transfer with your completed application.

If you do not/cannot obtain the written consent of the existing licence holder, the Licensing Authority can **only** exempt you from this requirement if you show to the Authority's satisfaction that –

- (1) you have taken all reasonable steps to obtain the consent, **and**,
- (2) if the application were granted, you would be in a position to use the premises for the licensable activities authorised by the licence

What are reasonable steps and what proof should be provided?

The Licensing Authority would suggest that attempts to contact the existing licence holder should be made at least **4 weeks before** an application to transfer is made,

allowing adequate time for a response to be received from the licence holder before an application is submitted to the Licensing Authority.

You will be expected to provide copies of the correspondence seeking written consent that have been sent to the licence holder and proof of posting by recorded delivery, or other evidence sufficient to satisfy the authority that you have taken all reasonable steps to obtain consent.

Also, a full explanation should be provided in your application along with all documentary evidence available (for example a lease agreement or evidence of termination of a lease agreement), to show the full circumstances which would allow you to operate the premises and provide licensable activity in the absence of the existing licence holder's consent.

Every application will be determined on its own merit. The licensing authority will generally accept in good faith any statements you make regarding the above matters because it is a criminal offence if you knowingly or recklessly make a false statement in or in connection with the application. However, the licensing authority may make further enquiries to satisfy itself that the exemption should be applied. If the authority decides to refuse to exempt the applicant from obtaining the licence holder's consent you will be notified of the reasons for this.