

Licensing Act 2003

Application to transfer a premises licence Information on how to apply

This guidance note is aimed at individuals or businesses who may need to apply to transfer an existing premises licence. For example if a business which has a premises licence is sold, the new owners can apply to have the licence transferred into their name(s), if they have the consent of the existing licence holder(s).

Transfer of premise licence holder - Points to consider

Please consider the following points below before completing your application.

- If the premises is licensed to sell or supply alcohol the licence will currently name a designated premises supervisor. Is this person still going to be working at the premises after the transfer and carrying out this role? If they no longer intend to be connected to the premises an application to vary the designated premises supervisor must be submitted to North Tyneside Council immediately. Please contact Licensing for assistance.
- The application form asks if you want the transfer to have immediate effect. If you tick this box the responsibility to ensure that the premises is ran in accordance with any conditions that may be on the licence will pass to you. Therefore you must familiarise yourself with the licence. If you need any assistance please contact Licensing.
- The fee is £23 made payable to North Tyneside Council.

How to apply

1. Complete the application form
2. Ask the current licence holder to complete and sign the consent form
3. Send the forms, the original premises licence plus the fee (£23) to Liquor Licensing (cheques made payable to North Tyneside Council)
4. Send a copy of your application to Northumbria Police

5. If the licence is to sell or supply alcohol, give notice of your application to the designated premises supervisor. The designated premises supervisor must also be notified when the application is granted.

Address Details

Licensing Section
The Killingworth Site
Harvey Combe
Killingworth
Newcastle upon Tyne
NE12 6UB

Neil Kirkpatrick
Licensing Co-ordinator
Northumbria Police
North Tyneside Area Command
Middle Engine Lane
Wallsend
NE28 9NT

Please note this leaflet is for information purposes only and independent legal advice should be sought if necessary.