



NORTHAMPTON
BOROUGH COUNCIL

Licensing Act 2003
Guide to
Transferring a Premises
Licence and Varying the
Designated Premises
Supervisor

Contents

1.0 Introduction – Transfer of Premises Licence

2.0 Transfer – The Application Form

3.0 Introduction – Vary DPS

4.0 Vary DPS – The Application Form

1.0 Introduction – Transfer of Premises Licence

This document has been designed as a guide to completing an application to transfer a premises licence from one licence holder, be that a business or an individual, to another. This might need to happen when a business, for example a small shop with a licence to sell alcohol by retail, changes hands and is sold or otherwise passed on to another individual or business.

This guide is provided with the advice that if you are still uncertain about the process then Northampton Borough Council advises that you seek your own independent legal advice from a licensing solicitor or consultant. Failure to complete the process correctly may result in unnecessary delays in your application.

The application is made by the incoming individual or business to a premises but must, unless exceptional circumstances mean that consent cannot be sought, be accompanied by a signed consent form from the current premises licence holder.

There are two ways in which a transfer application can be submitted:

The first and most preferred method is online via the www.gov.uk website and direct access to the relevant forms can be found by going to www.northampton.gov.uk/licensing

Where it is not possible for an applicant to use the online method, postal applications will be accepted using a form(s) available by emailing licensing@northampton.gov.uk Submission of completed forms will, however, not be accepted by email and they must be posted to;

Licensing Department
The Guildhall
Northampton
NN1 1DE

There is a fee of £23 to transfer a premises licence which must be paid along with the application. This can be done online using credit/debit card or, where a postal application has been made, by cheque.

2.0 Transfer - The Application Form

These instructions are designed to assist you with the transfer application form as it appears on the www.gov.uk site. If you are applying using the postal form, then the layout of the form is different, but the same principles apply to the various sections. To gain access to this form go to www.northampton.gov.uk/licensing and select

Apply for alcohol and
entertainment licences



Then select

Premise licence
applications: alcohol,
entertainment and late
night refreshment



Scroll down the page and find the “Transfer a premises licence to a new licensee” option and press apply. You will be instructed to download a PDF copy of the form which must save into your computer for editing. If you do not have the required Adobe software on your computer to be able to edit the form, then there is an option to download it from that same website page. Once you have saved it fill it out as follows:

Section 1 of 7

This is where the person(s) or business wishing to be the new premises licence holder(s) fills out their details. The person filling out the form will put their details in the initial boxes and, where you applying on behalf of a business, then you should be a person with authority from that business, such as the Director or proprietor to act of its behalf. By clicking on either of the two buttons below the relevant parts of the form to fill out will drop down:

- Applying as a business or organisation, including as a sole trader
- Applying as an individual

If as above you indicate that you are applying as a business there is then space for you to add further company details such as UK Companies House registration (if any), VAT number, and legal status, e.g. public limited company, sole trader, charity or association etc. Below that a business address details box will open.

Applicant Business

Is your business registered in the UK with Companies House? Yes No Note: completing the Applicant Business section is optional in this form.

Is your business registered outside the UK? Yes No

Business name If your business is registered, use its registered name.

VAT number Put "none" if you are not registered for VAT.

Legal status

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

Your position in the business

Home country The country where the headquarters of your business is located.

Business Address

Building number or name If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Street

District

City or town

County or administrative area

Postcode

Country

If, however you indicate that you are applying as an individual then just an area for your address details will drop down. If you are applying as a joint licence holder with another individual, then this can be shown in section 4 where you can add other licence holder details.

Continued from previous page...

Your Address Address official correspondence should be sent to.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

1 2 3 4 5 6 7 Next >

Section 2 of 7

This section relates to the premises itself where the premises licence applies, be that a shop, takeaway, pub or bar etc. This part of the form is self-explanatory. There is a box for you to express in your own words a description of the business. An example of this might be;

“This a is small supermarket selling groceries and with a section selling alcohol for off-premises consumption.”

Section 2 of 7		
PREMISES DETAILS		
I/we, as named in section 1, apply to transfer the premises licence described below under section 42 of the Licensing Act 2003 for the premises described in section 2 below.		
Premises Licence		
* Premise licence number	<input type="text"/>	
Name Of Current Premises Licence Holder		
* Name	<input type="text"/>	
Premises Address		
Are you able to provide a postal address, OS map reference or description of the premises?		
<input checked="" type="radio"/> Address	<input type="radio"/> OS map reference	<input type="radio"/> Description
Building number or name	<input type="text"/>	
Street	<input type="text"/>	
District	<input type="text"/>	
City or town	<input type="text"/>	
County or administrative area	<input type="text"/>	
Postcode	<input type="text"/>	
Country	<input type="text" value="United Kingdom"/>	
Further Details		
Please give a brief description of the premises		
<input type="text"/>		
Telephone number at the premises if any	<input type="text"/>	
< Previous 1 2 3 4 5 6 7 Next >		

Section 3 of 7

This is a tick box section where you indicate in what capacity you are applying for the premises licence to be transferred to you. See below:

Section 3 of 7

APPLICATION DETAILS

In what capacity are you applying for the premises licence to be transferred to you?

- An individual or individuals
- A limited company/limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body

- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales

- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales
- Other (for example a statutory corporation)

Please confirm the following:

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

Example;

If you select An individual/s you will be asked for your own personal name/s and addresses in section 4.

If you select A ltd company you will be asked for your company details in section 4

[< Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [Next >](#)

Section 4 of 7

The boxes in this section will reflect whether you have indicated in section 3 whether you are applying as an individual(s) or as a non-individual applicant. The details you fill in here will be reflected on the premises licence and on council licensing records. In this section you can add other licence holders, for example if you want to hold the licence alongside another individual as a joint responsibility. If you are applying as an individual(s) then see section 6 for advice relating to the “share code” box at the bottom of this section.

Section 4 of 7

NON INDIVIDUAL APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc.)

Address

Is the address the same as (or similar to) the address given in section one? If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

Are the contact details the same as (or similar to) those given in section one? If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

E-mail

Telephone number

Other telephone number

© Queen's Printer and Controller of HMSO 2009

Section 4 of 7

INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one? If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

First name

Family name

Is the applicant 18 years of age or older?

Yes No

Applicant Postal Address

Is the address the same as (or similar to) the address given in section one? If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one? If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

E-mail

Telephone number

Other telephone number

* Date of birth / /

* Nationality

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...

[< Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [Next >](#)

Continued from previous page...

Right to work share code

Right to work share code if not submitting scanned documents

Section 5 of 7

Please click into the relevant buttons as applicable. If you unable to provide a copy of the existing premises licence, please put a reason as to why. It may be that the previous licence holder has lost it, or it has been defaced/destroyed.

Section 5 of 7

FURTHER INFORMATION

Are you the holder of the premises licence under an interim authority notice?

Yes No

Do you wish the transfer to have immediate effect?

Yes No

Have you attached the consent form signed by the existing premises licence holder?

Yes No

If this application is granted I would be in a position to use the premises during the application period for the licensable activity or activities authorised by the licence (see section 43 of the Licensing Act 2003)?

Yes No

Have you attached the previous licence?

Yes No

Please enter your reasons

[< Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [Next >](#)

Section 6 of 7

There is nothing to fill in for this section but please read carefully regarding the proof required to accompany the application that you as an individual(s) have the right to work in the UK.

Section 7 of 7

This is the declarations box and is self-explanatory and must be filled in and dated accordingly.

By applying to transfer a premises licence using the GOV.UK website in this way it is then the responsibility of the local authority to serve copies on the relevant authorities, in the case of a transfer this is the police and the Home Office (Immigration). If however you choose to apply using a postal application then it is the applicants responsibility to serve the other authorities details of which can be found at www.northampton.gov.uk/licensing.

Once you have completed the form save it to your computer and then return to the transfer premises licence option on the website where you will be able to submit it along with the required transfer consent, copy of the existing premises licence if available and right to work documentation if required as an individual applicant. The consent form can be found via the following link:

<https://www.northampton.gov.uk/downloads/download/3860/consent-to-transfer-premises-licence>

This document must be completed by and signed by the outgoing licence holder giving their permission to in effect allow the handover of the premises licence to the new licence holder.

Introduction - Vary DPS

There may well come a time when a premises that is required to have a designated premises supervisor to oversee the sale of alcohol needs to change that person. They may be an employee/manager that moves on or, where a premises licence is being transferred to another licence holder, there may be a wholesale change of personnel involved in the business at that premises.

There is a fee of £23 to vary the DPS which must be paid along with the application. This can be done online using credit/debit card or, where a postal application has been made can be made by cheque.

The first and most preferred method is online via the www.gov.uk website and direct access to the relevant forms can be found by going to www.northampton.gov.uk/licensing

Where it is not possible for an applicant to use the online method postal applications will be accepted using a form(s) available by emailing licensing@northampton.gov.uk Submission of completed forms will, however, not be accepted by email and they must be posted to;

Licensing Department
The Guildhall
Northampton
NN1 1DE

Also required with the application is a form signed by the person who is to be the new DPS consenting to take on the role. This is a role with responsibility whereby, if breaches of licensing legislation take place in relation to the premises he/she is supervising, they may be liable to prosecution.

A DPS must hold a personal licence. This can be a personal licence that has been granted by any authority within England and Wales. Details and proof of this will be required with the application.

3.0 Vary DPS – The Application Form

To gain access to this form go to www.northampton.gov.uk/licensing and select

Apply for alcohol and entertainment licences



Then select

Premise licence applications: alcohol, entertainment and late night refreshment



Scroll down the page and find the “Vary named Designated Premises Supervisor on a licence” option and press apply. You will be instructed to download a PDF copy of the form which must save into your computer for editing. If you do not have the required Adobe software on your computer to be able to edit the form, then there is an option to download it from that same website page. Once you have saved it fill it out as follows:

Section 1 of 4

This section requires details of the person/business applying to vary the DPS and must reflect the details as per the licence holders of the premises licence to which the variation relates. Once again you are required to indicate whether you are applying as a business /organisation, or as an individual and the relevant address and other detail boxes will drop down accordingly.

- Applying as a business or organisation, including as a sole trader
- Applying as an individual

If you are submitting a vary DPS application in conjunction with a transfer application, then the details here in this section should reflect those of the incoming licence holder. The Licensing Department will

then process the transfer first before applying the new details of the DPS to the licence. The format of this section is identical to that in [section 1 of 4](#) in the Transfer instructions above.

Section 2 of 4

This section is where you submit detail of the premises to which the premises licence applies and therefore where the DPS change will apply. Again, there is a mandatory free-hand box in which you must describe the premises type. See [Section 2 of 7](#) above.

Section 3 of 4

This section is where details of the incoming DPS are provided including their full name, nationality, place of birth, date of birth, and details of their personal licence. There is then a space for the name of the outgoing DPS to be provided and buttons to indicate whether the change is to take effect immediately, (a drop-down date box will appear if you indicate No). There is then a further choice as to whether a copy of the old premises licence is being submitted with the application, (a drop-down box will then appear if you tick No so that a reason for this can be provided, e.g. already provided with transfer application or lost by previous licence holder). Finally, you must indicate whether the DPS consent form is being provided as an attachment with this application or as a separate electronic application to be submitted by the incoming DPS. If provided separately then there is a box for the reference number of that consent to be provided. See page example below:

Section 3 of 4	
SUPERVISOR	
Full Name Of Proposed Designated Premises Supervisor	
* First name	<input type="text"/>
* Family name	<input type="text"/>
* Nationality	<input type="text"/>
* Place of birth	<input type="text"/>
* Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/> dd mm yyyy
Personal licence number of proposed designated premises supervisor	<input type="text"/>
Issuing authority of that licence	<input type="text"/>
Full Name Of Existing Designated Premises Supervisor	
First name	<input type="text"/>
Family name	<input type="text"/>
* Would you like this application to have immediate effect under section 38 of the Licensing Act 2003?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> I will notify the existing premises supervisor (if any) of this application	The premises licence holder can continue the supply of alcohol if, for example, the existing premises supervisor is suddenly indisposed or unable to work. It is sufficient for the licensee to inform the existing premises supervisor in writing, without sharing the specific details of the application.
* Will the premises licence or relevant part of it be submitted with this application?	<input checked="" type="radio"/> Yes <input type="radio"/> No
How will the consent form of the proposed designated premises supervisor be supplied to the authority?	<input type="radio"/> Electronically, by the proposed designated premises supervisor <input type="radio"/> As an attachment to this variation

© Queen's Printer and Controller of HMSO 2009

Continued from previous page...	Reference number for consent form (if known) <input type="text"/>
If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'	
< Previous 1 2 3 4 Next >	

Section 4 of 4

Finally, this section is where the declarations are signed for this application and is self-explanatory. Where there are joint applicants, so in the case of a premises licence with joint licence holders, you can add a further declaration box(es).

Once again, by applying to vary the DPS via the GOV.UK application process it is the responsibility of the local authority to serve a copy of the application on the other responsible authorities, in this case the police. Using the postal application process with mean that the applicant is responsible for doing this.

Once you have completed the form save it to your computer and then return to the Vary named Designated Premises Supervisor option on the website where you will be able to submit it along with the required DPS consent, copy of the existing premises licence if available and proof of holding a personal licence. The DPS consent form can be found in the list of documents available at:

<https://www.northampton.gov.uk/downloads/download/3847/designated-premises-supervisor-consent>

This will need to be downloaded to your computer in the same way as before, filling out and resaving before uploading with the vary DPS application.