



**APPLICANT NOTES**

**APPLICATION TO TRANSFER  
A PREMISES LICENCE**

**LICENSING ACT 2003**

HOUSING AND PUBLIC PROTECTION SERVICE

Council Offices	Council Offices	Council Offices
Neuadd Brycheiniog	Y Gwalia	Neuadd Maldwyn
Cambrian Way	Ithon Road	Severn Road
Brecon	Llandrindod Wells	Welshpool
Powys	Powys	Powys
LD3 7HR	LD1 6AA	SY21 7AS

## APPLICANTS

You may apply for the transfer of a premises licence if you are

- A person/company/partnership who proposes to carry on a business, which involves the use of the premises for licensable activities to take place.
- If the applicant is an individual, he must be aged 18 or over.
- Applicants must be entitled to work in the UK
- The applicant may submit the application in advance, specifying the date when the transfer will take effect or may request with immediate effect.

## DOCUMENTATION

- Completed and signed application Form (Form 13)
- Completed and signed consent form signed by the current Premises Licence holder (Form 14A)
- Documentary evidence of entitlement to work in the UK (see application form for list of acceptable documents)
- The premises licence (or the appropriate part of the licence), or if that is not practicable, a statement of the reasons for the failure to provide the licence.
- Alternatively an application can be submitted and payment made on-line via the GOV.UK website or by e-mail direct to the licensing department, in which case a card payment for the fee can be made over the telephone.
- A copy of the application must be sent to the Police Authority unless you are making an application electronically when the licensing team will forward a copy of it to them

## PAYMENT

The current fee is £23.00. Payment over the telephone by credit/debit card is preferred. For the time being the council will still process cheques (made payable to Powys CC). Please note that there are **no cash desks** located in the main council offices for cash payments.

## PROCESSING

On receipt of a full application and fee the licensing authority will :

- Check the details on the application & consent form and consider any explanation/evidence where a signed consent form is not submitted.

- Check the applicant's entitlement to work in the UK
- Contact the Police Licensing Officer to ensure that they have received a copy of the application and ask if they have any objections to the application. The Police Authority has 14 days from the date of receipt to object to the application.
- If the Police Licensing Officer objects to the grant of the application, then the application will be referred to the Licensing Committee for a hearing:  
*The Authority must hold a hearing within 20 working days. You will be notified of the date of the hearing and be invited to attend in order to speak in support of your application. The Panel will determine whether or not the application is granted.*
- The transfer takes place either with immediate effect or from the specified date in the application, and remains in place until the application is determined by the Licensing Committee.

## LICENCE ISSUE

If documentation is in order, the fee paid and no objections response received from Police, or the 14 days consultation period has elapsed without response then:

- Amended premises licence and summary is issued with the new premises licence holder details inserted and sent to new premises licence holder without delay
- Where the applicant has a time limited right to work in the UK the licence will be time limited in accordance with that entitlement.
- In most cases the licensing authority will endeavour to visit the new premises licence holder at the premises to go through the licence in detail

**This guidance note has been made as comprehensive as possible. However, in attempting to simplify the law, certain requirements may have been omitted. Full details of what you must do are detailed in the legislation which can be found on the GOV.UK along with further guidance. Alternatively contact the authority's Licensing Officers**

## CONTACT INFORMATION

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