

Transferring Licences

The premises licence relates to the premises, it does not move with the licence holder. It is possible to transfer a licence to a new owner of licensed premises.

A “maintenance fee” is payable each year, on the anniversary of the grant of the original licence. When a licence is transferred, the new licence holder will become responsible for these payments. If you are taking over a premises licence, you might like to enquire whether or not there are any outstanding fees.

There are two forms to complete for transfers:

1. Application to transfer premises licence to be granted under the Licensing Act 2003
2. Consent of the outgoing premise licence holder to transfer.

The transfer can have immediate effect (tick the box in Part 3 of the application form).

In some circumstances it won't be possible to obtain the consent of the existing licence holder, for example where that person has left the country. You can use the application form to tell us why the consent can't be given.

To apply you must send us:

- both forms, properly completed and both signed;
- the current licence - not just the licence summary - or give good reason why you can't, and
- the fee, which is £23 (cheques payable to Wychavon District Council).

You must on the same day send a copy of the completed application form to the Chief of Police (address at end).

Licences that allow alcohol to be sold include a named designated premises supervisor. If that person is no longer appropriate after the licence transfer, you need to find a replacement personal licence holder and tell us. See below.

Changing the Designated Premises Supervisor (DPS)

Licences allowing alcohol to be sold include the name of a person in the role of "DPS." That person is responsible for ensuring that the licensing objectives are not undermined when alcohol is sold. Such people (who hold personal licences) are likely to move on, from time to time, during the life of a business. For alcohol sale to continue, a replacement “DPS” must be substituted on to the licence.

Two forms are needed to change the personal licence holder identified on a licence as DPS:

1. Application to vary a premise licence to specify an individual as DPS, and
2. Consent of an individual to being specified as premises supervisor (the proposed DPS must accept the responsibility).

The change of DPS can have immediate effect (tick the box in Part 2 of the application form). To apply you must send us:

- both forms, properly completed and both signed;
- the current licence - not just the licence summary - or give good reason why you can't, and
- the fee, which is £23 (cheques payable to Wychavon District Council).

You must on the same day send a copy of the completed application form to the Chief of Police (address at end).

Forms:

You can download the forms you need from the Department of Culture, Media and Sport ("DCMS") Internet site (www.culture.gov.uk), or find them, together with our Statement of Licensing Policy and fees from our Internet site at www.wychavon.gov.uk/lic.

We can help with completion of all of the forms, by appointment.

We have a number of factsheets about a number of aspects of licensing on our Internet site, www.wychavon.gov.uk

Contacts:**Chief Officer of Police**

C/o Licensing Officer

West Mercia Police

Police Station

Castle Street

Worcester WR1 3QX

Phone 01905 331037

Web <http://www.westmercia.police.uk>

Email licensing.southworcs@westmercia.pnn.police

Licensing Unit

Environmental Services

Wychavon District Council

Civic Centre, Queen Elizabeth Drive

Pershore, Worcestershire WR10 1PT

Phone 01386 565016

Fax 01386 561826

Web <http://www.wychavon.gov.uk/es>

Email: licensing@wychavon.gov.uk