

This fact sheet provides guidance on how to make a minor change (changes) to a premise licence. It covers:

- Transferring Licences
- Changing the Designated Premises Supervisor
- Special arrangements for continuation of premise licence (e.g. death, incapacity or insolvency of licence holder)
- Notification of a change of name or address

### **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 a 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, which you can download from <http://www.culture.gov.uk> or we will send them to you on request:

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 is deceased. 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, via the Licensing Unit, West Mercia Constabulary, Police Station, Castle Street, Worcester, WR1 3AD.

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.

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 transfer 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, via the Licensing Unit, West Mercia Constabulary, Police Station, Castle Street, Worcester, WR1 3AD.

You can download the forms you need from the Department of Culture, Media and Sport Internet site ([www.culture.gov.uk](http://www.culture.gov.uk)), or ask us to do that for you.

### **Special arrangements (Interim authority notice) for continuation of premise licence**

A premise licence may remain in effect after exceptional circumstances, such as death, incapacity or insolvency of the holder if an interim authority notice is applied for. This must be given to the licensing authority within 7 days beginning the day after the licence lapsed (and must be copied to the Chief Officer of Police on the same day).

Once the notice is served, the premise licence is reinstated as if the person giving the notice has become the holder of the licence. A formal application for transfer (see Transferring Licences above) must be made within two months.

The following individuals may submit an interim authority notice:

- A person who has a prescribed interest in the premises concerned (see DCMS website for guidelines)
- A person who is connected to the person who held the premise licence immediately before it lapsed (normally a personal representative of the former holder or a person with power of attorney or where someone has become insolvent that persons insolvency practitioner).

**IMPORTANT NOTE:** The premises licence lapses until an interim authority notice is given - licensable activities in that time would be unlawful.

However, an individual who may apply for a grant of the premises licence may apply for a transfer of the licence within 7 days of the lapse. This would have immediate effect pending the determination of the application and hence there would be no need to apply for an interim authority notice.

To apply you tell the designated premises supervisor about the changes and you must send us:

- An interim authority application form, properly completed and signed;
- 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, via the Licensing Unit, West Mercia Constabulary, Police Station, Castle Street, Worcester, WR1 3AD.

You can download the forms you need from the Department of Culture, Media and Sport Internet site ([www.culture.gov.uk](http://www.culture.gov.uk)), or ask us to do that for you.

### **Notification of a change of name or address:**

Personal and premises licence holders must, as soon as is reasonably practicable, notify us as licensing authority of any change in his/her name or address.

#### Notification of changes

1. Outline change(s) in writing and send to the Licensing Unit, Wychavon District Council
2. Enclose original licence (or explain in writing if this is not possible)
3. Enclose fee for £10.50 (cheques payable to Wychavon District Council)

### **Contacts**

#### **Chief Officer of Police**

C/o Licensing Officer  
West Mercia Constabulary, Police Station,  
Castle Street,  
Worcester WR1 3QX  
Phone 01905 331037  
Web <http://www.westmercia.police.uk>  
Email [licensing.southworcs@westmercia.pnn.police](mailto: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](mailto:licensing@wychavon.gov.uk)