



**Application to transfer a premises licence  
under the Licensing Act 2003**

Please read the accompanying notes (at the end of this form) as you complete it.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

**I/we** .....  
*(insert full name(s) of prospective premises licence holder(s))*

**apply to transfer the premises licence described below under section 42 of the Licensing Act 2003 for the premises described in Part 1 below**

Premises licence number:	<b>32UHB...</b>
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**Part 1 - premises details**

Name of premises			
Postal address of premises or, if none, ordnance survey map reference or 'what3words' reference or description			
Post town		Postcode	
Phone number at premises <i>(if any)</i>			
Email address of premises <i>(if any)</i>			

Description of premises <i>(see note 1)</i>

Name of current premises licence holder

## Part 2 - applicant details

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

a)	an individual or individuals *	please complete section <b>(A)</b>
b)	a person other than an individual *	
	i as a limited company/limited liability partnership	please complete section <b>(B)</b>
	ii as a partnership (other than limited liability)	please complete section <b>(B)</b>
	iii as an unincorporated association	please complete section <b>(B)</b>
	iv other (for example a statutory corporation)	please complete section <b>(B)</b>
c)	a recognised club	please complete section <b>(B)</b>
d)	a charity	please complete section <b>(B)</b>
e)	the proprietor of an educational establishment	please complete section <b>(B)</b>
f)	a health service body	please complete section <b>(B)</b>
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales	please complete section <b>(B)</b>
h)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England	please complete section <b>(B)</b>
i)	the chief officer of police of a police force in England and Wales	please complete section <b>(B)</b>

**\*If you are applying as a person described in (a) or (b)** please confirm (by ticking yes to one box below):

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

**(A) DETAILS OF INDIVIDUAL NOTICE GIVERS** *(fill in as applicable)*

Mr    Mrs    Miss    Ms    Other <i>(please state)</i>			
Surname:			
Forenames:			
Your date of birth	Day:	Month:	Year:
Nationality:			
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service <i>(see note 6 for information)</i>			
Current <b>residential</b> address <i>(if different from premises address)</i>			
Post town:		Postcode:	
Phone number:			
Email address:			

**DETAILS OF SECOND INDIVIDUAL NOTICE GIVER** *(if applicable)*

Mr    Mrs    Miss    Ms    Other <i>(please state)</i>			
Surname:			
Forenames:			
Your date of birth	Day:	Month:	Year:
Nationality:			
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service <i>(see note 6 for information)</i>			
Current <b>residential</b> address <i>(if different from premises address)</i>			
Post town:		Postcode:	
Phone number:			
Email address:			

**(B) NON-INDIVIDUAL NOTICE GIVER**

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.

Company or organisation name
Company or organisation registered address*
Registered number <i>(where applicable)</i>
Description of applicant <i>(e.g. partnership, company, unincorporated association etc.)</i>
Company or organisation phone number <i>(if any)</i>
Company or organisation email address <i>(if any)</i>

\* the registered address will be used to send annual fee reminder letters – if this is not an operational address please give alternative details below for us to set up as the correspondence address.

Correspondence address for the company or organisation

### Part 3

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

Yes                  No

Do you wish the transfer to take immediate effect?

Yes                  No

If not, when do you want the transfer to take effect from?

DD   MM   YYYY

I have enclosed the consent form signed by the existing premises licence holder

Yes                  No\*

**\*If no, please give reasons why not and what steps you have taken to try and obtain the consent.**

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

Yes                  No

I have enclosed the premises licence

Yes                  No\*\*

**\*\*If no, please give reasons why not.**

## Checklist:

*Please tick to confirm*

- I have made or enclose payment of the £23 fee (*see page 9*)
- I have enclosed the consent form signed by the existing premises licence holder or my statement as to why it is not enclosed
- I have enclosed the premises licence, or relevant part of it or provided an explanation as to why it is not enclosed
- I am sending a copy of this application to Lincolnshire Police today - **only applicable if submitting a paper form** (*see page 9*)
- I am sending a copy of this application to Home Office Immigration Enforcement today - **only applicable if submitting a paper form** (*see page 9*)
- I have included copy documents (or my Home Office online right to work checking service share code) to demonstrate my entitlement to work in the UK (*see note 6*) - **only applicable to individual applicants (including those in a partnership which is not a limited liability partnership) - not applicable to companies or limited liability partnerships**

## Declaration:

It is an offence, under section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and, pursuant to section 21 of the same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (*see note 6*)

**PTO for signatures**

**Part 4 - signatures** (see note 2)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see note 3). If signing on behalf of the applicant please state in what capacity.

Signature		If unable to provide a digital signature please type name to the right:	
Date			
Capacity			

For joint applicants - signature of second applicant, second applicant’s solicitor or other authorised agent (see note 4). If signing on behalf of the applicant please state in what capacity.

Signature		If unable to provide a digital signature please type name to the right:	
Date			
Capacity			

Please note, if you wish to have up to 2 gaming machines on the premises or there are already machines sited at the premises you will also need to complete an ‘application to have gaming machines in a licensed premises’ form which you can find at <https://www.west-lindsey.gov.uk/licensing/business-licences/gaming-machine-permit-licensed-premises>

Contact name and address for **correspondence** associated with this application (see note 5)

Post town		Postcode	
Phone number:			
Mobile number:			
Email address:			

## Consent of premises licence holder to transfer

I/we .....  
*[full name of existing premises licence holder(s)]*

the premises licence holder of premises licence number

.....  
*[insert premises licence number]*

relating to .....

.....

.....

.....

.....  
*[name and address of premises to which the application relates]*

hereby give my consent for the transfer of premises licence number

.....  
*[insert premises licence number]*

to .....  
*[full name of transferee]*

*Tick to confirm*

if I hold a 'notification of intent to have gaming machines on the premises',  
I authorise it to be cancelled when the premises licence is transferred

*The new licence holder must apply for one in their name, Notifications cannot be transferred*

Signed .....

Name (please print) .....

Dated .....

Information on the Licensing Act 2003 is available on [www.legislation.gov.uk](http://www.legislation.gov.uk) or from West Lindsey District Council via [licensing@west-lindsey.gov.uk](mailto:licensing@west-lindsey.gov.uk) or 01427 676676

**Please return this form with the fee of £23\* to [licensing@west-lindsey.gov.uk](mailto:licensing@west-lindsey.gov.uk) or:**

\* Payment can be made by credit/debit card over the phone with customer services (01427 676676, option 6) or in person at the address above. If paying by cheque please make it payable to 'WLDC'. To pay by bank transfer please use the details below:

**Account name:** West Lindsey District Council

**Sort code:** 30-00-02

**Account number:** 04066818

**Ref:** (your premises licence number which starts 32UHB...)

**Amount:** £23

*For office use: payment code 6007-40099-41162*

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**If submitting your application by post, copies of this form must be sent to:**

Licensing  
West Lindsey District Council  
Guildhall  
Marshall's Yard  
Gainsborough  
Lincolnshire  
DN21 2NA

Licensing (Alcohol)  
Lincolnshire Police  
Myles Cross Centre  
Macauley Drive  
Lincoln  
Lincolnshire  
LN2 4EN

Alcohol Licensing Team  
Home Office  
Lunar House  
40 Wellesley Road  
Croydon  
CR9 2BY

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**Privacy Notice:** We will use the information you give us to (a) do the tasks we need to do for the job shown in the title of this form (b) carry out any of our official business (c) stop fraud or crime. To find out more about why we need your information, what we do with it and how to contact us if you have any concerns or questions please read our privacy notice. This can be viewed using the following link: [www.west-lindsey.gov.uk/licensing-privacy/](http://www.west-lindsey.gov.uk/licensing-privacy/)

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.west-lindsey.gov.uk/fairprocessingnotice](http://www.west-lindsey.gov.uk/fairprocessingnotice) or contact the finance department on, 01427 676560 or email [FinanceTeam@west-lindsey.gov.uk](mailto:FinanceTeam@west-lindsey.gov.uk)

## **Notes**

1. Describe the premises. For example the type of premises it is, its general situation and layout and any other information which would be relevant to the licensing objectives.
2. The application form must be signed.
3. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
4. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
5. This is the address we shall use to correspond with you about this application.

### **6. Right to work/immigration status**

A licence may not be held by an individual or an individual in a partnership which is not a limited liability partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any personal licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing activity. They do this in one of two ways:

- i) by providing with this application copies or scanned copies of the documents which an applicant may provide to demonstrate their entitlement to work in the UK (which do not need to be certified) that are published on GOV.UK, in [guidance issued under section 182 of the Licensing Act 2003](#) and listed below.
- ii) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

#### **i) Documents which demonstrate entitlement to work in the UK**

##### **List A**

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.

4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer. *Definition includes a full birth certificate issued by a UK diplomatic mission (British Embassy or British High Commission)*
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

#### List B Group 1

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question. *This includes a current passport endorsed with a stamp showing an individual has been granted leave to enter and there are no work-related conditions attached. If, under the conditions of the individual's leave, work was restricted or prohibited the endorsement placed in the individual's passport would explicitly set that out as a condition*
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

#### List B Group 2

A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.

1. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

## **ii) Home Office online right to work checking service**

As an alternative to providing a copy of original documents, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their share code, provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work> which, along with the applicant's date of birth, will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be shared digitally. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copies of documents as set out above.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.