

## GUIDANCE NOTES

### APPLICATION TO TRANSFER A PREMISES LICENCE

This guidance is for those who wish to take over an existing Premises Licence issued under the Licensing Act 2003 for premises in the Wiltshire Council area only.

The process involves:

- Completion of an application form headed 'Application to Transfer Premises Licence to be granted under the Licensing Act 2003'.
- The current Premises Licence Holder giving their consent on the form 'Consent of Premises Licence Holder to transfer'.
- Returning both parts of the original Premises Licence (Summary and Full version) and the plan with the Transfer Application.
- Payment of the fee of £23.00. Cheques should be payable to Wiltshire Council.
- Send the completed application form, fee and existing Licence to:

The Licensing Officer  
Wiltshire Council  
Public Protection Services and Licensing  
**(Relevant Main Office Address – See List Below)**

Wiltshire Council has four main offices where correspondence can be sent. Please use the Office covering the area in which the premises are situated. Contact details are as follows:

**Chippenham: Wiltshire Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER**

*(This office deals with all applications relating to Chippenham, Calne, Corsham, Malmesbury and Wootton Bassett as well as the rest of the old North Wiltshire District Council Area)*

**Devizes: Wiltshire Council, Browfort, Bath Road, Devizes, Wiltshire, SN10 2AT**

*(This office deals with all applications relating to Devizes, Pewsey, Marlborough and Tidworth as well as the rest of the old Kennet District Council Area)*

**Salisbury: Wiltshire Council, 27/29 Milford Street, Salisbury, SP1 2AP**

*(This office deals with all applications relating to Salisbury, Amesbury, Downton, Mere, Hindon and Tishead as well as the rest of the old Salisbury District Council Area)*

**Trowbridge: Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD**

*(This office deals with Trowbridge, Bradford-on-Avon, Melksham, Warminster and Westbury as well as the rest of the old West Wiltshire District Council area)*

- Sending a copy of the Application Form only to the Police at the same time. Their address is:

Wiltshire Police  
West Wiltshire Licensing Officer  
Trowbridge Police  
Polebarn Road  
Trowbridge  
Wiltshire  
BA14 7EP

## **Completing the Application Form**

### **Part 1**

- Ensure that the address and Licence Holder In the premises details section are the same as shown on the Premises Licence.

### **Part 3**

- Specify whether the transfer is to take place immediately or take effect at a later date.
- If the Consent of Premises Licence Holder to Transfer form is not enclosed with the application give reasons why this is not possible and steps taken to try to obtain consent.
- If both parts of the Premises Licence (Summary and Full Licence) are not enclosed with the Application state reasons why this is not possible. If this is because they have been lost or stolen this **must** be reported to the Police and details also given to the Local Authority who issued the Premises Licence. The Police will provide a reference or crime number which can be given.

Please Note: If you are intending to change the Designated Premises Supervisor (DPS) you will need to apply separately.

## **Keeping and Sharing your Personal Information**

We will keep and use your personal information in line with the requirements of the Data Protection Act 1998.

We may check information that you have provided or that has been provided about you against relevant information that we already hold.

We may also get information about you from certain third parties, or give them information to:

- make sure the information is accurate;
- prevent or detect fraud or any other crime;
- support national fraud initiatives (this will include your information being used in data-matching exercises from time to time); and
- protect public funds.

These third parties include Government departments, Local Authorities and private sector companies such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.