



**MANCHESTER
CITY COUNCIL**

Licensing Business Unit

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

Index

Section 1 – Guidance Notes

Section 2 – Fees

Section 3 – Attachments to be included with your application

Section 4 – Change of circumstances

Section 1 – Guidance Notes

- The applicant can specify on the application that he wishes the transfer to have immediate effect. This means that the applicant will be treated as the licence holder during the 14-day consultation period.
- Alternatively, the applicant may specify a date in the future when he wants the transfer to take effect.
- An application to transfer a premises licence may only be made with the consent of the existing licence holder; the consent form, completed and signed by the existing licence holder, must accompany the application.
- The Licensing Business Unit must exempt the applicant from the requirement to obtain the holder's consent if the applicant shows to their satisfaction -
 - that he has taken all reasonable steps to obtain that consent, and
 - that, if the applicant wishes the transfer to have immediate effect, he would be in a position to use the premises during the 14-day consultation period for the licensable activity or activities authorised by the premises licence.
- The applicant also needs to send a copy of your application to Greater Manchester Police. GMP have 14 days from the date they receive the application to make an objection if they choose to do so. A copy of the application should be sent to:

Greater Manchester Police
Central Licensing
Partnership Office
Room 104
1st Floor
Bootle Street Police Station

Bootle Street
Manchester
M2 5GU

Section 2 – Fees

The fee to transfer a premises licence is £23.00. Please make any cheque payable to Manchester City Council.

Section 3 – Attachments to be included with your application

- The Premises Licence
- The form of consent to transfer completed and signed by the existing licence holder.

Section 4 – Change of circumstances

Not applicable