

**APPLICATION FOR TRANSFER OF PREMISES LICENCE ON
 APPLICATION BY PERSON OTHER THAN
 LICENCE HOLDER**

This application should only be completed by the Applicant Transferee or their Agent.

Please complete all sections of the application form.

SECTION 1: PREMISES LICENCE DETAILS

1(a) Licence Number of Premises

1(b) Name and Address of Premises

Post Code		Phone No.	
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1(c) Full Name and Address of Current Licence Holder

Post Code		Phone No.	
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SECTION 2: TRANSFEREE INFORMATION

Where the transferee is an **individual** complete part **2(a)** only

Where the transferee is a **partnership, company** or **club/other body** please complete part **2(b), 2(c)** or **2(d)** respectively. If the transferee is a **partnership, company** or **club/other body** then part **2(e)** must also be completed.

2(a) Full Name, Home Address, Date and Place of Birth of Transferee if Individual

Date of Birth		Place of Birth	
Post Code		Phone No.	

2(b) Full Name and Address of Transferee if Partnership

Post Code		Phone No.	

2(c) Full Name, Address of Registered Office and Company Registration Number of Transferee if Company

Company Registration Number			
Post Code		Phone No.	

2(d) Full Name and Address of Transferee if Club or Other Body

Post Code		Phone No.	

2(e) Where transferee is a **partnership, company or club/other body** please provide the names, home addresses, dates and places of birth of all connected persons as defined by Section 147(3) of the Licensing (Scotland) Act 2005

CONTINUE ON A SEPARATE PAGE IF NECESSARY

Date of Birth		Place of Birth	
Post Code		Phone No.	
Date of Birth		Place of Birth	
Post Code		Phone No.	

2(f) Details of convictions for relevant or foreign offences

In respect of the proposed transferee or any connected person please provide details below of any convictions for a relevant or foreign offence that is not considered spent under the Rehabilitation of Offenders Act 1974.

CONTINUE ON A SEPARATE PAGE IF NECESSARY

Name	Date of Conviction or Sentence	Court	Offence	Penalty

SECTION 3: REASON FOR APPLICATION

In terms of Section 34(3) of the Licensing (Scotland) Act 2005 please confirm the reason why the application for transfer has not been lodged by the Premises Licence Holder.

The Premises Licence Holder, being an individual has-

- Died
- Become incapable within the meaning of Section 1(6) of the Adults with Incapacity (Scotland) Act 2000

The Premises Licence Holder being an individual, partnership, company or club/other body has-

- Become insolvent or been dissolved
- Transferred to another person (by sale or otherwise) the business carried out in the licensed premises to which the licence relates

Please provide documentary evidence of your capacity to apply for this transfer. (e.g. copy of power of attorney, confirmation of appointment by the court as executor, letter of consent from applicant etc)

SECTION 4: LICENCE TO BE AMENDED

(See note 1 below)

Does the appropriate Premises Licence accompany this application?

- YES** **NO**

If the answer is **NO**, please provide an explanation.

I am unable to produce the Premises Licence because...

- The licence has not yet been issued by the Board
- The licence has already been returned to the Board in respect of an earlier application for variation or transfer
- The licence is/was in the possession of the current Premises Licence Holder and is unobtainable (see note 2)
- Other (provide details)

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DECLARATION BY APPLICANT OR AGENT ON BEHALF OF APPLICANT

If signing on behalf of the applicant please state in what capacity.

I confirm that (a) the contents of this Application are true to the best of my knowledge and belief; and (b) the appropriate fee of £35 is enclosed. (see note 3 below)

Signature

..... * (See note 4 below)

Date

.....

Capacity: APPLICANT / AGENT (delete as appropriate)

**If agent, please provide name, address,
phone number and (if applicable) email address**

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Note 1:

The appropriate premises licence (including summary licence, operating plan and layout plan) must be returned to the Licensing Authority in order that the licence documents can be updated to reflect the details of the transfer. If you are in possession of the appropriate Premises Licence but unable to provide said licence with this application, you must ensure the licence is forward to the Licensing Authority within 14 days in order to complete the process of transfer.

Please note also that once the transfer is completed, any certified copies of the appropriate Premises Licence must also be updated to reflect the details of the transfer.

Note 2:

If you are unable to produce the Premises Licence then an application and appropriate fee for replacement Premises Licence must accompany this application.

Note 3:

If this application is submitted together with an application for variation then it will be subject to a combined fee. Please contact the City of Glasgow Licensing Board directly to clarify the exact fee.

Note 4:

*** Data Protection**

The information on this form will be used to update the Premises Licence of the appropriate premises. Accordingly, the information contained on this form may be held on an electronic public register which may be available to members of the public on request.

Contact Us:

City of Glasgow Licensing Board
City Chambers
George Square
Glasgow G2 1DU

Phone: 0141 287 5354
Email: LicensingBoard@glasgow.gov.uk

FOR OFFICE USE ONLY		
<i>Received & Receipt No.</i>	<i>System Updated</i>	<i>Licence Issued</i>