

**TENDRING DISTRICT COUNCIL**

**LICENSING ACT 2003 - GENERAL INFORMATION**

**TRANSFER OF A PREMISES LICENCE**

If you need to apply for the transfer of a Premises Licence, you must complete the appropriate form and send it to the Licensing Section together with the current Premises Licence [or if not available, a statement detailing why you cannot enclose it], the licenceholder's consent and the fee, which stands at the moment at £23.00. You will also need to send a copy of the application form and supporting papers to the Police at the address shown below. If you have any difficulty in obtaining the licenceholder's consent you will have to show that you have taken all reasonable steps to obtain it and if you were asking for an immediate transfer that, during the transfer period, you would be in a position to use the premises for the licensable activities authorised by the Premises Licence.

The Police will have 14 days in which to lodge a representation against your application. If this happens, a date will be arranged for a Hearing before one of the Premises/Personal Licences Sub-Committees and you will, of course, be invited to attend the Hearing to speak in support of the application and to hear the decision made on that day.

Until such time as the Police lodge an objection or the 14 day period for receipt of such objections expires, you will be able to carry on the licensable activities authorised by the current Premises Licence.

When the transfer process is complete, you will be notified of this and of the date when the transfer became fully effective. At that point, you should confirm the transfer to the Designated Premises Supervisor if that person is not yourself.

**ESSEX POLICE**

The proper address for service of your application is:-

Mr D Appleby  
Divisional Licensing Officer  
Essex Police  
8 Beatrice Road  
Clacton on Sea  
Essex CO15 1ET

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Please send your completed application form, fee and supporting documents to:-

The Licensing Team  
Tendring District Council  
Westleigh House  
Carnarvon Road  
Clacton on Sea  
Essex CO15 6QF