

## Guidance for Premises Licence - Transfer

Not later than the day the application is made, a copy of the application together with any other accompanying documentation, must also be given to the relevant responsible authorities. Please refer to the list of responsible authorities for further details of the notification requirements for the various types of application.

Proof of postage is not required however applicants should note that the Council will conduct frequent spot-checks in order to ensure that the responsible authorities are kept apprised of all relevant applications.

The application must be accompanied by a written consent from the current licence holder in the required format – The consent form can be downloaded from the Council's website. Applications will not be considered without a completed consent form unless the Council has specifically exempted an applicant from this requirement. – Please see the separate guidance note if you are unable to obtain the current licensee's consent.

The completed transfer application, , together with the consent form, required fee and **the original premises licence** (if this is not practicable, a statement of the reasons for the failure to provide the licence must be submitted) should be sent to the Licensing Team at Council Offices, 37 Pembroke Road, London W8 6PW. Cheques should be made payable to the Royal Borough of Kensington & Chelsea. Payment may also be made by credit card, either in person at Council Offices at the above address or by telephoning 020 7341 5152.