



LICENSING (SCOTLAND) ACT 2005, SECTION 34(1)

APPLICATION FOR TRANSFER OF PREMISES LICENCE BY PERSON OTHER THAN THE LICENCE HOLDER

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

Please complete all sections of the application form.

1. PREMISES LICENCE DETAILS

1(a) Licence Number of Premises _____

1(b) Name and Address of Premises _____

_____ Post Code _____

Tel. No. _____ Email address _____

1(c) Full Name and Address of Current Licence Holder

_____ Post Code _____

Tel. No. _____ Email address _____

2. TRANSFEREE INFORMATION

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

2(a) If transferee is individual

Full name _____

Address _____

_____ Post Code _____

Tel. No. _____ Email address _____

Place of birth _____ Date of birth _____

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(b) If transferee is a Partnership

Full name _____

Address _____

_____ Post Code _____

Tel. No. _____ Email address _____

2(c) If transferee is a Company

Full name _____

Company Registration No. _____

Address of registered office _____

_____ Post Code _____

Tel. No. _____ Email address _____

2(d) If transferee is a Club or other Body

Full name _____

Address _____

_____ Post Code _____

Tel. No. _____ Email address _____

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)

Full name _____

Address _____

_____ Post Code _____

Tel. No. _____ Email address _____

Place of birth _____ Date of birth _____

Full name _____

Address _____

_____ Post Code _____

Tel. No. _____ Email address _____

Place of birth _____ Date of birth _____

3. 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.

NAME & POSITION	DATE OF SENTENCE	COURT	OFFENCE	PENALTY

(Use separate sheet if necessary)

4. 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, concluded missives, lease, etc)

5. 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
- Other (provide details) _____

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 is enclosed. (See note 2 below)

Signature _____ (See note 3 below)

Date _____

Capacity APPLICANT / AGENT (delete as appropriate)

If agent, please provide details

Full name _____

Address _____

_____ Post Code _____

Tel. No. _____ Email address _____

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

Note 3: Data Protection Act 2018

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

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Received & Receipt No.	System Updated	Licence Issued