|  |  |
| --- | --- |
| **Licensing (Scotland) Act 2005, Section 34(1)**  **Application for Transfer of Premises Licence on Application by Person other than**  **Licenceholder** | **Fife Licensing Board logo** |
| **This application should only be completed by the Applicant Transferee or their Agent. These applications can take up to 6 weeks to process.** | |

**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.** |  |

***1(c) Full Name and Address of Current Licenceholder***

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Post Code** |  | **Phone No.** |  |

**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)***/

CFP/V6.1/09-05-28/APP FOR TRANSFER OF PREM LIC (OTHER THAN LIC HOLDER)/FJ/PD

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***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)***/

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***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 Licenceholder.

The Premises Licenceholder, being an individual has-

Died

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

The Premises Licenceholder 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**/

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**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 Licenceholder and is unobtainable (see note 2)

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 of £50 is enclosed. (see note 3 & 4 below)

**Signature**

………………………………………………………………………………. \* (See note 5 below)

**Date**

…………………………………………………………………………………………………………

Capacity: APPLICANT / AGENT (delete as appropriate)

**If agent, please provide name, address,**

**phone number and (if applicable) email address** ………………………………………..

………………………………………..

**Online payments can be made at:** [**www.fife.gov.uk**](http://www.fife.gov.uk) **click Pay then Make a Payment, Click Liquor Licence from the list, add your reference as your FLB number or Premises Name.**

**Please attach a copy of the receipt with this application, which is your proof of payment.**

**Note 1**:/

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**Note 1**:

The appropriate premises licence (including summary licence, operating plan and layout plan) must be returned to Fife Licensing Board 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 forwarded to the Licensing Board within 14 days in order to complete the process of transfer.

**Note 2**:

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 3**:

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

**Note 4**:

If this application is submitted together with an application for variation then it will be subject to a combined fee. Please refer to the Table of Fees or contact the Licensing Team directly to clarify the exact fee.

**Note 5**:

**\*** “How we use your information

The information provided by you on this form will be used by Fife Council in order to process your application.  It will be shared with Police Scotland and other Council Services and if appropriate NHS Fife and Scottish Fire and Rescue and information will be obtained from Police Scotland and other Council Services and if appropriate NHS Fife and Scottish Fire and Rescue. Further information on how your information is used and why can be found here:

<https://www.fife.gov.uk/kb/docs/articles/privacy-notices/liquor-licence>

The Licensing Board’s Data Protection Officer can be contacted on: [dataprotection@fife.gov.uk](mailto:dataprotection@fife.gov.uk)”.

**Contact Us**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Fife Licensing Board,**  Fife House,  North Street,  GLENROTHES,  Fife.  KY7 5LT. | | **Phone:** 03451 55 11 77  **Email:** [liquor.admin@fife.gov.uk](mailto:liquor.admin@fife.gov.uk) | |
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