

**Application to transfer premises licence to be granted
under the Licensing Act 2003**

Before completing this form please read the guidance notes at the end of the form and the accompanying guidance leaflets.

If you are submitting an application electronically online :-

1. Download the application and consent form using the links found at <http://www.carmarthenshire.gov.wales/home/business/licensing-permits/alcohol-entertainment/premises-licence/>
2. Submit the completed application form, signed consent form and pay the prescribed fee of £23 using the online service. Individual applicants must provide copies of documents demonstrating their eligibility to work. A full list of the acceptable documents is given in guidance note 2, at the end of the application form.
3. Post the Premises Licence, Premises Licence Summary and original signed consent form to the Licensing section at the above address.
4. The Licensing Section are responsible for forwarding a copy of the application to the Police Licensing Officer.

If you are submitting a hardcopy application :-

1. Send the completed application form to the licensing section at the above address along with:-
 - The consent form completed by the current premises licence holder.
 - Individual applicants must provide copies of documents demonstrating their eligibility to work. A full list of the acceptable documents is given in guidance note 2 at the end of the application form.
 - The prescribed fee of £23. Cheques must be made payable to Carmarthenshire County Council.
 - The existing premises licence, licence summary document or the relevant part of it or an explanation as to why it cannot be produced.
2. Send a copy of the application to:-
The Police Station, Foundry Road, Ammanford, Carmarthenshire, SA18 2LS
Home Office Immigration Enforcement, Alcohol Licensing Team, Lunar House,
40 Wellesley Road, Croydon, CR9 2BY

An application will not be deemed complete until all the elements of the application have been received by the authority. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written or typed in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

As a public body, we are under a duty to protect the public funds that we administer, and to this end may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information and advice see the Council's website
<http://www.carmarthenshire.gov.wales/home/business/licensing-permits/alcohol-entertainment/premises-licence/>
or contact the Licensing Section on 01267 228924, e-mail
publicprotectin@carmarthenshire.gov.uk.