



Application to 'transfer' premises licence

An application to TRANSFER a premises licence from one licensee (licence holder) to another comprises of two documents; the application form itself and a 'Consent of premises licence holder to transfer' form.

The prospective licensee of the premises must complete the transfer application form; and the existing licensee must sign the consent form.

There are four elements to a correctly served application:

1. the application form
2. the signed consent form
3. payment
4. the return of the existing Premise Licence document.

(The easiest and quickest way is to apply online - [Transfer a premises licence » East Suffolk Council](#))

The statutory fee of £23 can be sent by cheque made payable to East Suffolk Council or payment can be made via BACS, sort code: 30-94-55 Account no. 80707960.

Please send the completed application to:

Licensing Team
East Suffolk Council
Riverside
Canning Road
Lowestoft
NR33 0EQ

Email: licensing@eastsoffolk.gov.uk

A copy of the application form and consent form and supporting documents relating to the entitlement to live and work within the UK (see application form) must also be sent to Suffolk Constabulary and Home Office Immigration Enforcement at:

Licensing
Suffolk Constabulary
Old Nelson Street
Lowestoft Suffolk
NR32 1PE

and

Alcohol Licensing Team, Home Office
Lunar House
40 Wellesley Road
Croydon
CR9 2BY

If you wish to send your application via email and make payment, the Licensing Team will send the information to the Suffolk Constabulary and Home Office Immigration on your behalf.

There is a 14 day consultation period for the Police and Home Office to make any comments. If we receive none then the application is automatically granted and we will issue the new premises licence.