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# Transfer of premises licence

Last Modified March 20, 2019

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You can apply to transfer a premises licence to another person or company. The application must be made by the incoming licence holder and the outgoing licence holder needs to sign a consent form for the transfer to be made.

## Apply to transfer a premises licence

Download and complete the [transfer application form](#) [PDF 177KB]. You will need to get the outgoing licence holder to sign the [transfer consent form](#) [PDF 78KB]. Submit both forms together with the fee of £23 and the original premises licence and summary for amendment.

If you are applying as an individual you will also need to provide proof that you are entitled to work in the UK (see guidance notes on the back of the application form for ways in which to demonstrate your "Right to Work" status.)

A copy of the application must be sent to Blackpool Police licensing unit and to the Home Office (Immigration Enforcement).

You can also apply online to [transfer a licence](#) into your name or [give consent](#) for your licence to be transferred to someone else. If you apply online a copy of the application is sent electronically to the Police and Home Office for you.

The Police and Home Office have 14 days from receipt to submit any objections to the transfer. If there are no objections after this time your licence will normally be issued within 10 working days.

## Selling your business or leaving the premises

You are still responsible for any licensable activities that occur at the premises, as well as being liable for the annual licence fee, unless the premises licence is transferred out of your name or you surrender it, even if you have left the premises.

On leaving you should ensure that the new occupiers apply to transfer the licence into their name.

If you are concerned that a transfer application may not be made, or if the new owners do not require the licence, you should [surrender the premises licence](#).

## Contact

### Licensing service

Municipal buildings, Corporation Street, Blackpool, FY1 1NF

**Telephone** 01253 478572

**Email** [licensing.la2003@blackpool.gov.uk](mailto:licensing.la2003@blackpool.gov.uk)

The licensing service is available to contact by telephone or to visit in person to the licensing desk at Blackpool Council's Customer First Centre on Corporation Street between 10.00am and 4.00pm Monday, Tuesday, Thursday, Friday and Wednesday 10.00am-13.00pm.

## Additional information

[Premises-Licence-application-overview](#)

[Responsible-Authorities---Licensing-Act-2003](#)

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[Association of Licensed Multiple Retailers](#)

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