

Guidance notes on the transfer of a premises licence and/or varying a DPS

Transfer of Licence

- The new proposed licence holder completes the transfer application form.
- The previous licence holder completes the consent to the transfer form.
- If the transfer is to be in an individual's name evidence of their right to work will also need to be submitted eg: copy of their UK passport (see notes on the transfer application form)
- Photocopy all the forms.
- Send the originals to the Council with the fee of £23.
- Send the photocopy of the forms to the Police.

Vary the DPS

- The new licence holder completes the vary DPS form.
- The new DPS completes the consent form.
- Photocopy all the forms.
- Send the originals to the Council with the fee of £23.
- Send the photocopy of the forms to the Police.

Police Contact details

The Chief Constable of Nottinghamshire
Nottinghamshire Police HQ(CJ) Liquor Licensing
Mansfield Police Station
Great Central Road
Mansfield, Notts
NG18 2HQ

Email: liquor.licensing@nottinghamshire.pnn.police.uk