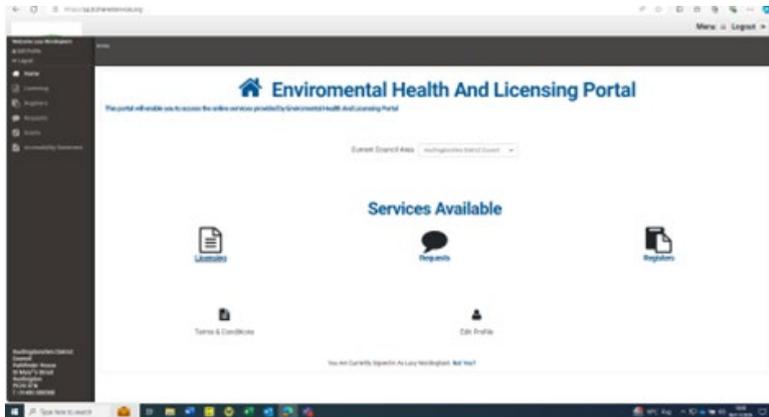


Guidance notes for submitting a Premises Transfer Application

You will first need to create an account to access the portal.



- Log into the portal homepage and select Huntingdonshire District Council

under Current Council Area.

Current Council Area

- Then click on the Licensing icon



Licensing

- On the left-hand side, you will see a sidebar, with some options – if you are on a mobile phone, you will need to swipe on your screen from left to right. Select **Licensing Act 2003**.
- Select the licence type as **Premises**
- Select the Application type as **Application to Transfer a Premises Licence**
- **This will take you to Step one of the application:**

Step 1 – General Details

- Select **‘Yes’** for **“I have read and approve of the guidance notes”**
- Click on the drop downs to select Premises Transfer as shown below:

I Have Read And Approved The Guidance Notes *	<input checked="" type="radio"/> Yes
Rateable Value *	<input type="text" value="Premises Transfer"/>
Licence Capacity *	<input type="text" value="Premises Transfer"/>

Guidance notes for Transfer application

- Complete the rest of Step 1 by adding the **Premises to be licensed** and **Trading Name**
- Click the circle to indicate if you are the **Proposed Licence holder** or the **Agent**
- This will reveal additional boxes to be completed for your name and other personal details.
- If you are a **Company** please click the correct circle to indicate this. This allows the page to open to add further information.

Company **
 Charity **
 Individual **

Company Name*

Company Number*

Position Held

- By clicking **Add** you can include additional licence holders and contacts if required.
- Click 

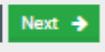
Step 2. Premises details

- Complete the page to provided details about the premises.
- Click 

Step 3. Application details

- Select in what capacity you applying using the drop-down menu.
- Click 

Step 4 – Non Individual Applicants

- Click on the Box to indicate “**Yes**” **only if you are applying as a Company** or leave as it is.
- If you clicked Next this will open up the page to add further details
- Click 

Step 5 – further information

Indicate **Yes** or **No** to the statements on this page.

Step 6 - NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Please read through the notes on this section and **if you are applying as an individual** provide your Right to Work Share Code: [Prove your right to work to an employer: Overview - GOV.UK](#)

File Uploads

Here you can add files.

The required documents should be indicated **in red** for you to add.

Confirmation

Please read through the summary carefully

- If there is anything not quite right, you can click **Previous** to go backwards or forwards one page at a time.
- You can add notes in the **Customer Comments** box for anything else you want us let us know about.
- Please click on the **Disclaimer** button to indicate you are happy to approve the submission of the application:

You Must Read And Approve The
Disclaimer Before You Proceed

 Yes

- Click 

Please wait for the page to refresh to take you to the payment page. The application will not be processed until the fee has been paid.

You will be contacted by us to confirm that the 14-day consultation period has started within 3 working days.

Check list:

- Application summary
- Consent to transfer – completed by the previous owner
- Copy of the current licence
- Share code if applying as an individual.
- Payment