

Premises Licence Transfer checklist

Please note your application will not be complete until the check list is fully completed (validated)

- a completed application form
- the relevant fee payable by cheque or by telephone once application has been received

Payments can also be taken online

<https://ip.epaycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage&siteId=218&languageCode=EN&source=AIP>

however you must **include** the receipt with applications

- a signed consent form from the current licence holder
- the existing premises licence, the relevant part of it or an explanation for why you are unable to return the licence

You also need to send a copy of your application to the Chief Officer of Police and Home Office Immigration Enforcement

South Licensing Officer , Bedfordshire Police HQ, Woburn Road, Kempston
MK43 9AX

Home Office Immigration Enforcement, Alcohol Licensing Team, Lunar house,
Wellesley Road, Croydon CR9 2BY,