

# London Local Authorities Act 1991

## Application for the Transfer of a Special Treatment Licence

The completed application form should be returned to the Licensing Team at London Borough of Merton. If you have any queries please telephone 0208 545 3025, or e-mail [licensing@merton.gov.uk](mailto:licensing@merton.gov.uk)

**IMPORTANT: PLEASE SEE ATTACHED NOTES AND GUIDANCE**

I/we apply for the transfer of the special treatment licence for the premises named in Section 1

<b>1</b>	<b>Premises Address</b>	
	Trading Name Full Address  Telephone No	
	<b>Main contact details at the premises</b> <i>(if any)</i>	
	Name	
	Contact Number	
	Email address (Optional)	

<b>2</b>	<b>Please state the capacity in which you are applying</b>	
	Individual or Individuals	please complete <b>(Section 3)</b>
	A Company	please complete <b>(Section 4)</b>

<b>3</b>	<b>To be completed ONLY if you are applying as an individual(s)</b>	
	<b>Title</b>	<b>Mr   Mrs   Miss   Ms   Other (please state)</b>
	Surname	
	Forenames	
	<b>Full Home address</b>	
	<b>Contact Details</b>	
	Daytime	
	Mobile	
	Email address	

<b>3</b>	<b>Cont. Additional individual applicant</b>	
	<b>Title</b>	<b>Mr   Mrs   Miss   Ms   Other (please state)</b>
	Surname	
	Forenames	
	<b>Full Home address</b>	
	<b>Contact Details</b>	
	Daytime	
	Mobile	
	Email address	
<b>4</b>	<b>To be completed ONLY if you are applying as a Company</b>	
	Company Name Full address	
	Company Number	
	Description of company <i>i.e limited or partnership</i>	
	Telephone Number	
	E-mail	
<b>5</b>	What is, or will be, the applicant's interest in the premises (i.e. lessee, tenant etc) A copy of the agreement to occupy (i.e. lease/tenant agreement, must be submitted with the application form) (See rule 4)	
<b>6</b>	Has the applicant(s) or if the applicant is a limited company has any director, or any person concerned in the conduct or management of the premises ever been convicted of an offence? (see note D)	<p>YES                  NO</p> <p>If <b>Yes</b>, please provide details of the offence, the date of conviction, and the sentence on a separate sheet.</p>

**CHECKLIST**

- A. I have enclosed the required fee for the Transfer of the licence.
- B. I have enclosed the application form which is fully completed, signed and dated.
- C. I have enclosed the completed limited company form (if required).
- D. I have enclosed the recorded delivery slips notifying the Metropolitan Police and London Fire Authority.
- E. I have enclosed a consent to transfer from the current licence holder or (F).
- F. I have enclosed a copy of the lease/tenant agreement or (E) above.
- G. I have notified the current licence holder.

**SIGNATURES**

Signature of applicant, or applicant's solicitor, or other duly authorised agent. If signing on behalf of the applicant, please state in what capacity. All applicants must sign the form, use an additional sheet if necessary.

Signature.....Print Name.....

Capacity.....Date .....

Address to be used for correspondence

.....

City/Town .....Post Code.....

The completed form should be returned to:  
Licensing Section, London Borough of Merton, Merton Civic Centre, London Road, Morden, Surrey, SM4 5DX.

**Personal Information Policy**

The Council will use your details, the information about your dealings with the Council and the information about you available to the Council ("your information") to:

- ◆ deal with your requests and administer its departmental functions in the processing of your application;
- ◆ meet its statutory obligations;
- ◆ prevent and detect fraud;
- ◆ conduct surveys and research.

The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other Departments within the Council (including the elected members), central government Departments, law enforcement agencies, statutory and judicial bodies, community services providers and contractors that process data on its behalf.