



(Premises Licensing Section, Town Hall, Crawley, West Sussex, RH10 1UZ)

## Application to transfer premises licence to be granted under the Licensing Act 2003

### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We **Crawley College**

*(Insert name of applicant)*

apply to transfer the premises licence described below under section 42 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number

05/00110/LAPRE

### Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description

Crawley College, College Road

Post town

Crawley

Post code

RH10 1NR

Telephone number at premises (if any)

Please give a brief description of the premises (see note 1)

Further Education College

Name of current premises licence holder

Central Sussex College

**Part 2 - Applicant details**

In what capacity are you applying for the premises licence to be transferred to you?

Please tick  yes

- a) an individual or individuals\*  please complete section (A)
  
- b) a person other than an individual \*
  - i. as a limited company/limited liability partnership  please complete section (B)
  - ii. as a partnership (other than limited liability)  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)
  - iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) an individual who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in respect of an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\*If you are applying as a person described in (a) or (b) please confirm:

Please tick  yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
  - statutory function or
  - a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr  Mrs  Miss  Ms

Other title   
(for example, Rev)

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service) the 9-digit 'share code' provided to the applicant by that service (please see note 2 for information).

Surname
Date of Birth

First names
Nationality

I am 18 years old or over

Please tick  yes

Current postal address if different from premises address

--

Post town

--

Post code

--

Daytime contact telephone number

--

E-mail address (optional)

--

SECOND INDIVIDUAL APPLICANT (fill in as applicable)

Mr  Mrs  Miss  Ms

Other title 

--

  
(for example, Rev)

Surname
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First names
-------------

Date of Birth
---------------

Nationality
-------------

I am 18 years old or over

Please tick  yes

Current postal address if different from premises address

--

Post town

--

Post code

--

Daytime contact telephone number

--

E-mail address  
(optional)

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service) the 9-digit 'share code' provided to the applicant by that service (please see note 2 for information).

**(B) OTHER APPLICANTS**

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name  
**Crawley College**

Address  
**College Road  
Crawley  
West Sussex  
RH10 1NR**

Registered number (where applicable)  
**Exempt Charity**

Description of applicant (for example partnership, company, unincorporated association etc.)  
**Further Education College**

Telephone number (if any)  
[REDACTED]

E-mail address (optional)  
[REDACTED]

**Part 3**

Are you the holder of the premises licence under an interim authority notice? Please tick  yes

Do you wish the transfer to have immediate effect? **X**

If not when would you like the transfer to take effect?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

I have enclosed the consent form signed by the existing premises licence holder Please tick  yes

If you have not enclosed the consent form referred to above please give the reasons why not. What steps have you taken to try and obtain the consent?

If this application is granted I would be in a position to use the premises during the application period for the licensable activity or activities authorised by the licence (see section 43 of the Licensing Act 2003) Please tick  yes

I have enclosed the premises licence Please tick  yes

If you have not enclosed premises licence referred to above please give the reasons why not.  
**Chichester College merged with Central Sussex College and as part of the merger it was agreed to rename the campus in Crawley, Crawley College. The Designated Premises Supervisor detailed on the current premises License, Josephine Mary Chappel, arranged to amend the address details on Part B of the Premises License to reflect this change, copy attached for ease of reference.**

**Since the merger, while we have Part B of the Premises Licence, despite a lengthy search in hard folders and files and also in electronic filing systems, we have been unable to find Part A of the Central Sussex College Premises Licence.**

**We would like to amend the Premises License so that it confirms the Premises License Holder is Crawley College and so that we have copies of both Part A and Part B for our records.**

- I have made or enclosed payment of the fee
- I have enclosed the consent form signed by the existing premises licence holder or my statement as to why it is not enclosed
- I have enclosed the premises licence or relevant part of it or explanation
- I have sent a copy of this application to the chief officer of police today
- I have sent a copy of this form to the Home Office Immigration Enforcement today
- Applicable to all individual applicants, including those in partnership which is not a limited liability partnership but not companies or limited liability partnerships I have included documents or my Home Office online right to work checking service code to demonstrate my entitlement to work in the United Kingdom (please see note 2)

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971] FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND, PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.**

I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 2)

**Part 4 – Signatures** (please read guidance note 3)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (See guidance note 4). If signing on behalf of the applicant please state in what capacity.

Signature

Date

Capacity **Principal of Crawley College**

**For joint applicants signature of second applicant, second applicant's solicitor or other authorised agent (please read guidance note 5). If signing on behalf of the applicant please state in what capacity.**

Signature

.....

Date

.....

Capacity

.....

**Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 6)**

**Post town**

**Post Code**

**Telephone number (if any)**

**If you would prefer us to correspond with you by e-mail your e-mail address (optional)**

**Notes for Guidance**

1. Describe the premises. For example the type of premises it is, its general situation and layout and any other information which would be relevant to the licensing objectives.
2. **Right to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership which is not a limited liability partnership who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued on or after 6 April 2017 will lapse if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).