

Guidance for Gambling Premises Licence Transfer/Reinstatement

Notice of an application for the transfer or reinstatement of a premises licence must, within a period of 7 days of the application being made, be given to the relevant responsible authorities: Please refer to the list of responsible authorities for further details of the notification requirements for the various types of application.

If the premises are situated partly in another local authority, the application must also be served on that licensing authority.

Proof of postage is not a legal requirement in any of these cases; however, applicants should note that officers of the Council's Licensing Team will conduct frequent spot-checks in order to ensure that the above authorities are kept apprised of all relevant applications.

The completed application form, together with the required fee should be sent to the Licensing Team at Royal Borough of Kensington and Chelsea – please check our website www.rbkc.gov.uk for the current postal address. Cheques etc. should be made payable to the Royal Borough of Kensington & Chelsea. Payment may also be made by credit card by telephone on 020 7341 5152.

Incomplete application forms will not be accepted under any circumstances and will be returned directly to the sender.