

Transfer of licence to another person check list

Your form 2d application should be accompanied by the following supporting information:

Transferor details:

The transferor is the current licence-holder, who is transferring the licence to the transferee.

Is the transferor a person or a company?

Person

- ID card or passport

Company

- ID card or passport for a director of the company

Where the transferor is a partnership the ID card or passport of all the partners must be submitted.

Transferee details:

The transferee shall be the new licence-holder.

Is the transferee a person or a company?

Person

- ID card or passport

- Business name is registered and up to date with Companies House¹

Company

- ID card or passport for all the directors of the company

- Company is incorporated at Companies House

- Business name is registered and up to date with Companies House¹

¹ Where the transferee is using a name other than their own to trade (e.g, John Smith trading as JS Plumbing).

Where the transferee is a partnership the ID card or passport of all the partners must be submitted.

Application Form

- Form 2d is fully completed and signed by the transferor (the persons who is transferring the licence to the transferee).

Premises

If the licence is for carrying on of the business at a premises.

- A copy of the title deeds/rental agreement/lease² of the premises in the Transferee's name.

² Must allow the applicant to occupy the premises for a minimum of 12 months

Further information

The OFT may request further information or documentation to process the application, including information about the transferee's suitable training and/or qualification to carry on the relevant business.

Please note that this application is only appropriate for use where a licence is being transferred from the existing licence-holder to another person (transfer of the licence).

For the recording of any changes to the licence-holder's name or the licence-holder's registered business name please consult with the OFT's public counter and used form 2e (change of name).