

LICENSING ACT 2003

APPLY FOR AN INTERIM AUTHORITY NOTICE

1. Complete the form headed "Interim authority notice under the Licensing Act 2003" along with the privacy statement.

An interim notice may only be given either by a person with a prescribed interest in the premises, or by a person connected to the former holder of the licence (normally a personal representative of the former holder or a person with power of attorney or where someone has become insolvent that persons insolvency practitioner).

2. **Right to work documentation** If the applicant is an individual, proof that they have right to work in this country must also be supplied with the application or the 9-digit 'share code' for the Home Office online right to work checking service. More information on this can be found at the end of the application guidance.
3. Pay a fee of £23 with the application.
4. The completed application and supporting documents must be submitted to:
 - **Licensing Service**, Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD
 - **South Yorkshire Police**, Licensing Department, Moss Way Police Station, Moss Way, Sheffield, S20 7XX.
5. Send a copy to the existing Designated Premises Supervisor

If you require any help with the completion of your form, you are advised to seek your own legal advice.

Licensing Service
Block C, Staniforth Road Depot
Staniforth Road
Sheffield
S9 3HD

Tel: 0114 2734264
Email: licensing@sheffield.gov.uk