

LC11G

Guidance Note - Application for grant or transfer of an On-licence, On-licence subject to Residential or Restaurant Conditions, an Off-licence or a Passenger vessel licence to an individual

Applications are to be lodged with the with the Licensing Clerk, Summary Courts Office, Deemsters Walk, Bucks Road, Douglas, Isle of Man, IM1 3AR not less than 10 days before the hearing of the application.

Copies of the application must be served on the Chief Constable not less than 10 days before the hearing of the application.

Have you fully completed and signed your form?

Have you paid your Fee?

Have you copied the application to the Chief Constable?

Have you completed the relevant police **LLP** form? (*dependant on the licence type you are applying for*)

Have you completed Police Form **LL1** and submitted 3 references?

Have you taken the Manx Inn Keepers Course?

Have you advertised in two newspapers not less than 10 days before the hearing of the application?

Following Court, licences are produced and posted out.

Copies of police forms are available from the:

**Alcohol Unit**  
**Lord Street Police Station**  
**Lord Street**  
**Douglas**  
**Isle Of Man**  
**IM1 2SR**

**Tel (01624) 631323**