



**PROCEDURE TO BE FOLLOWED WHEN APPLYING FOR  
THE TRANSFER OF A CINEMA LICENCE**

**1. Send 1 copy of the transfer application form with a cheque for £120.00 to the Licensing Section, Norwich City Council, City Hall, Norwich, NR2 1WF. The application form must be received at least 28 days before the date of the Regulatory Committee at which the application is to be made.**

**2. Send 1 copy of the application form at least 28 days before the date of the Regulatory Committee at which the application is to be made, to each of the following:-**

**Mr C Mann Licensing Officer Norwich Central Licensing Unit Bethel Street  
Police Station Norwich NR2 1NN, and**

**Norfolk Fire Service, Central Fire Safety, Area Manager 4, Bethel Street,  
Norwich, NR2 1NW,**

**Should you require any assistance in respect of your application then please contact the Licensing Office on direct line number (01603) 212039.**

**Please note that the Regulatory Committee meet on the third Tuesday of each month except August and December when there is no meeting.**