

Application to vary a premises licence to specify an individual as designated premises supervisor under the Licensing Act 2003

GUIDANCE NOTES

The process to vary a premises licence to specify a new Designated Premises Supervisor is quite straight forward and in most cases there are no issues that present a problem in the application process. However there are a couple of matters which an applicant should ensure are resolved before submitting an application as follows –

Who can make the application

Only the Premises Licence Holder can make the application. If an application is deposited by anyone other than by the Premises Licence Holder or their agent then it will be **rejected**.

Designated Premises Supervisor (DPS) consent form

The application must be accompanied by the - **CONSENT OF INDIVIDUAL TO BEING SPECIFIED AS PREMISES SUPERVISOR** – provided on pages 5 and 6, signed by the proposed DPS. If this is not provided the application process will be delayed until such time as the form is received by the Licensing Authority.

Application submission – 1 copy to the Licensing Authority and 1 Copy to the relevant Police Licensing Officer.

Application to vary a premises licence to specify an individual as designated premises supervisor under the Licensing Act 2003

Please read the following instructions before completing the form

1. Describe the premises. For example the type of premises it is.
2. The application form must be signed.
3. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
4. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
5. This is the address which we shall use to correspond with you about this application.

If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I /

we

.....
(full name(s) of premises licence holder)

being the premises licence holder, apply to vary a premises licence to specify the individual named in this application as the premises supervisor under section 37 of the Licensing Act 2003

Premises licence number

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Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description

Post town

Post code (if known)

Telephone number (if any)

Description of premises (please read guidance note 1)

Part 2

Full name of proposed designated premises supervisor

Personal licence number of proposed designated premises supervisor and issuing authority of that licence (if any)

Full name of existing designated premises supervisor (if any)

Please tick yes

I would like this application to have immediate effect under section 38 of the Licensing Act 2003

I have enclosed the premises licence or relevant part of it

(If you have not enclosed the premises licence, or relevant part of it, please give reasons why not)

Reasons why I have failed to enclose the premises licence or relevant part of it

Please tick yes

- I have made or enclosed payment of the fee
- I will give a copy of this application to the chief officer of police
- I have enclosed the consent form completed by the proposed premises supervisor
- I have enclosed the premises licence, or relevant part of it or explanation

- I will give a copy of this form to the existing premises supervisor, if any
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE , UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 3 – Signatures (please read guidance note 2)

Signature of applicant or applicant’s solicitor or other duly authorised agent (See guidance note 3). **If signing on behalf of the applicant please state in what capacity.**

Signature

.....

Date

.....

Capacity

.....

For joint applicants signature of 2nd applicant 2nd applicant’s solicitor or other authorised agent (please read guidance note 4). **If signing on behalf of the applicant please state in what capacity.**

Signature

.....

Date

.....

Capacity

.....

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 5)	
Post town	Post Code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	



CONSENT OF INDIVIDUAL TO BEING SPECIFIED AS PREMISES SUPERVISOR

I *(Full name of prospective premises supervisor)*

.....

Of *(Home address of prospective premises supervisor)*

.....

.....

.....

Hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for (Type of application)

.....

By *(Insert name of applicant)*

.....

.....

.....

Relating to a premises licence *(Number of existing licence, if any)*

.....

For *(Name and address of premises to which the application relates)*

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.....
.....

And any premises licence to be granted or varied in respect of this application made by *(Name of applicant)*

.....

Concerning the supply of alcohol at *(name and address of premises to which application relates)*

.....
.....
.....

I also confirm that I am applying for, intend to apply for, or currently hold a personal licence, details of which I set out below.

Personal Licence number *(Insert personal licence number, if any)*

.....

Personal Licence issuing authority *(insert name and address and telephone number of personal licence issuing authority, if any)*

.....
.....

SIGNED	
NAME (Please print)	
DATED	