

Guidance to Applicants to vary a DPS

In every premises licensed for the sale of alcohol, a personal licence holder must be specified as the designated premises supervisor (DPS). This will normally be the person who has day-to-day responsibility for running the premises.

The applicant sends an application for the variation of DPS to Lewes District Council and one to the Licensing Officer, Bexhill Police Station (address above). Unless applying online when it is the Licensing Authorities responsibility to forward a copy to the Police).

Requirements:

- An application must be made by the holder of the premises licence
- It must be accompanied by the premises licence or, if that is not practicable, a statement of the reasons for the failure to provide the licence
- An application must also be accompanied by a consent form from the proposed DPS to show that they consent to taking on this responsible role
- Only one DPS may be specified in a single premises licence
- The applicant must give notice of the application to the Licensing Officer, Bexhill Police Station, Terminus Road, Bexhill on Sea, East Sussex TN39 3NR.

Application Process:

The applicant sends an application for the variation of DPS and a DPS consent form to Lewes District Council with payment of the fee £23 (cheques made payable to 'Lewes District Council') and a copy of the application to the Licensing Officer, Bexhill Police Station (address above).

The Chief Officer of Police has 14 days, beginning with the day on which they are notified, to consider the application.

They can either:

- Object to the designation of the new premises supervisor where, in exceptional circumstances, they believe that the appointment would undermined the 'crime prevention objective' as set out in the Licensing Act 2003 or
- Raise no objection to the application

If an objection is received from the Chief Officer of Police, arrangements will be made for the Council's Licensing Sub-Committee to hear the application and objection notice within 20 working days beginning the day after the period within which the Chief Officer of Police may give a notice.

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. 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)
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Part 2

Full name of proposed designated premises supervisor

Nationality

Place of birth

Date of birth

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, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971] FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND, PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

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)

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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)

Guidance notes

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.

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

o

f.....

application]

by

.....
[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]

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 entitled to work in the United Kingdom and 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)

.....
Date