

Licensing Act 2003 - Guidance on How to Apply to Vary the DPS (Designated Premises Supervisor) named on a Premises Licence

WHAT IS A VARY DPS APPLICATION?

A premises licence that includes retail sale of alcohol must have one person named on the licence who takes on the roles of designated premises supervisor (DPS). This person must hold a personal licence and is normally the person who has day to day management of the licensable activities.

The holder of the Premises Licence can apply to change the person that they want to be the designated premises supervisor (DPS).

HOW DO I APPLY TO VARY THE DPS NAMED ON A PREMISES LICENCE?

Complete items 1- 6 below. A failure to complete all parts of the application process will make the application invalid

Items 1 – 4 should be submitted to **Stroud District Council**, The Licensing Section, Ebley Mill, Ebley Wharf, Westward Road, Stroud, Glos. GL5 4UB

1 Application Form to Vary a Premises Licence to Specify an Individual as Designated Premises Supervisor

This form is to be completed by the person(s) or organisation named on the premises licence as the premises licence holder

2 Consent of Individual to Being Specified as Premises Supervisor

This form is to be completed by the person that the premises licence holder wishes to be the designated premises supervisor. This person must hold a personal licence

3 The Fee

The fee for an application to vary the designated premises supervisor is £23. Payment is made to Stroud District Council and can be made using the following methods

- Cheque made payable to 'Stroud District Council'
- Cash/card at the Council Offices between the hours of 10am-4pm
- Telephone using a credit/debit card – please call 01453 754440 during the hours of 10am-4pm.

4 Original Premises Licence

You must return the original premises licence. Please remember that the original licence consists of a Part A which is the full licence and a Part B which is the summary licence. If you are unable to return the licence you must include a statement on the application form as to why it cannot be returned.

5 Copies to the Police

You must send a copy of the following to the Police at the address overleaf

- a. Application form to vary a premises licence to specify an individual as designated premises supervisor
- b. Consent of individual to being specified as premises supervisor

Gloucestershire Constabulary, Licensing Unit, Community Engagement Dept, Police Headquarters, No 1 Waterwells, Quedgeley, Gloucester, GL2 2AN

6 Copy to Existing Premises Supervisor

You must give a copy of the to the application form to vary a the DPS to the existing DPS who is currently named on the premises licence

WHAT HAPPENS NEXT?

If you have ticked the box on the application form stating that you wish the application to vary the designated premises supervisor to have immediate effect, then the application will have effect as soon as the valid application is submitted to the Licensing Section. The Police can object to an application to vary the designated premises supervisor and they must do this within 14 days from the day they are notified of the application. If the Police object a hearing will be held to make a decision.

WILL A VARY DPS APPLICATION CHANGE THE NAME OF THE LICENCE HOLDER?

No. If you wish to also change the name of the person or business that holds the premises licence the new person or business must apply to transfer the premises licence. To do this you will need the consent of the existing licence holder.

WHERE CAN I GET MORE HELP AND ADVICE?

Contact the Licensing Section

Address:	The Licensing Section, Stroud District Council, Ebley Mill, Ebley Wharf, Westward Road, Stroud, Glos. GL5 4UB If you wish to call into the Offices to speak to someone from the Licensing Team we advise that you ring first and make an appointment		
Email:	licensing@stroud.gov.uk	Phone:	01453 754440
Web:	www.stroud.gov.uk	Fax:	01453 754963