Application to vary a premises licence to specify an individual as Designated Premises Supervisor

Under the Licensing Act 2003

Before completing this form please read the guidance notes at the end.

If you are completing this form by hand, please write clearly in block capitals. Please ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

Once you have completed the form, you can send it to us using the links below. You can also pay any relevant fees using the same links.

www.southhams.gov.uk/licensing-application

www.westdevon.gov.uk/licensing-application

You may wish to keep a copy of the form for your records.

Data Protection

The information that you provided will be held by South Hams District/West Devon Borough Council and will be used to process your application. It will be held securely at all times in accordance with current Data Protection legislation. We must protect the public funds that we handle, so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information with other organisations that handle public funds. Information you provide may also be used to check the accuracy of records held elsewhere in the council.

If you wish to see the personal data that the Council holds about you please contact the Data Protection Officer.

For more information, please see the Privacy pages on our website.

I,

(Insert name 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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description				
Post town			**Postcode**	
Area	**South Hams**	☐	**West Devon**	☐
Telephone number				
E-mail address				
Brief Description of Premises (Please read Guidance note 1)				

Part 2 – Proposed Supervisor Details

Full name of Proposed supervisor
Nationality
Place of Birth **Date of Birth**
Personal licence number of proposed DPS and issuing Authority
Full name of existing DPS (if any)

Please tick as appropriate

I would like this application to have immediate effect under Section 38 of the Licensing Act 2003 (please read Guidance note 2) ☐

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:

Part 3 – Signatures

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 6). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Where the premises licence is jointly held, signature of second applicant (the current premises licence holder) or second applicant's solicitor or other authorised agent (please read guidance note 7). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 15)			
Post town		Postcode	
Telephone number (if any)			
Email			

It is an offence, under Section 158 of the Licensing Act 2003, to knowingly or recklessly 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 a valid leave to enter or remain in the UK or an adult who is subject to conditions which would prevent that person from taking up 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 by virtue of their immigration status.

Guidance Notes

1. Describe the premises. For example the type of premises it is.

2. An application to vary a premises licence so as to name a different premises supervisor may be given immediate effect (that is, from the time that the application is received by the licensing authority) if the premises licence holder requests it at the time he makes an application under section 37. Section 38 enables the holder of a premises licence to continue the supply of alcohol if, for example, the existing premises supervisor is suddenly indisposed or unable to work. If the application is rejected, the licence reverts to the form it took before the application was made

3. A full copy of the application form must be sent to the chief officer(s) of police for the police area(s) in which the premises are situated. The notice should state whether section 38 of that Act (circumstances in which section 37 application given interim effect) applies to the application.

4. Section 37(4)(b) of the Licensing Act 2003 requires the premises licence holder to notify the existing designated premises supervisor (if any) about this application. It is sufficient for the licensee to inform the existing premises supervisor in writing, without the need to share the specific details of the application. The notice should state whether section 38 of that Act (circumstances in which section 37 application given interim effect) applies to the application.

5. The application form must be signed.

6. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have authority to do so.

7. Where there is more than one applicant, both applicants or their respective agents must sign the application form.

8. This is the address which we shall use to correspond with you about this application.