

Applying to Vary a Premises Licence to specify a DPS

Status of this Leaflet

This is not statutory guidance and does not form any part of the Licensing Authority's Policy (which is available separately). The leaflet does not replace the Act or any statutory guidance issued under it, so reference should always be made to that before submitting applications.

General

A premises licence, if the licence authorises the supply of alcohol, must name a person on it as the Designated Premises Supervisor (DPS). This person should have day to day control over the premises.

Premises cannot operate, in relation to the sale of alcohol, without a DPS. Therefore when the DPS is leaving it is imperative that application is made to change the name on the Premises licence. There may be circumstances where the vary needs to take immediate effect. The Act allows for this unless the Police object.

Requirements to Vary a DPS:

- Two completed application forms (The Licensing Authority will forward a copy to the Police).
- Proof that the required fee has been paid.
- Consent of new Designated Premises Supervisor (Form 1)
- You must enclose your premises licence. If you cannot you should include a statement as to why it cannot be produced.

You will need to bring or post your application forms, supporting documentation and copies to the Licensing Office at the address overleaf. Once we receive your application it will be checked to ensure that it is complete and that the appropriate fee has been paid.

The Authority will forward an application on your behalf to the Police. They have then 14 days to respond to the application commencing on the day after the application was given to the Licensing Authority.

You must give a copy of the application to the existing DPS if possible.

If there are no representations the variation will be granted. If representations are received from the Police in relation to the crime prevention objective a hearing will have to be held.

For further information contact Oldham Council's Licensing Section

In person or in writing to:	Licensing Section Oldham MBC North House, 130 Rochdale Road, Oldham, OL1 2JA.
By phone:	0161 911 4730 or 4731
Fax:	0161 911 4481
E-mail:	licensing@oldham.gov.uk

<u>Opening Hours</u> In person	Mon to Wed & Friday 9am – 4pm Thursday 10am-4pm (to allow for training)
By phone	Mon to Wed & Friday 8.40am to 5pm Thursday – 10am-5pm

Any advice given in this guidance is not to be taken as legal advice. Independent legal advice should be sought on any points of law.