Guidance Notes

Application to Vary the Designated Premises Supervisor (DPS)

Introduction:

The main purpose of the Designated Premises Supervisor (DPS), as defined in the Licensing Act 2003, is to ensure there is always a named individual who can be readily identified at the premises where the sale of alcohol takes place. The DPS is nominated by the Premises Licence Holder and has agreed to take day-to-day responsibility for alcohol sales carried out at the premises. The DPS must hold a Personal Licence (for alcohol) and only one DPS may be specified on a Premises Licence.

The Government considers it to be essential that police officers, fire officers or officers of the licensing authority can immediately identify the DPS when attending a premises where alcohol is sold. This ensures that any problems can be dealt with swiftly by engaging with this key individual. The Premises Licence and Summary will always specify the name of the DPS. A copy of the full Premises Licence must be held at the premises and the Summary must be clearly displayed at all times.

It is an offence to undertake any sales of alcohol without a current DPS being specified on the Premises Licence or at a time when the DPS does not hold a current Personal Licence.

Varying the DPS on a Premises Licence:

The Premises Licence Holder is responsible for ensuring that the licence is kept up to date at all times with the correct DPS. In order for a new DPS to be put in place, an application must be made to the Licensing Authority (in this case Wiltshire Council) and the following must be submitted:

- **Vary DPS application form**
  Form to be completed by the Licence holder or by an agent/solicitor working on their behalf.

- **DPS Consent form**
  Form to be completed by the new DPS.

- **Premises Licence**
  Return the full licence, or relevant part thereof.

- **£23 application fee**
  Cheques to be made payable to Wiltshire Council. Card payments by calling 01249 706555.
Changing the DPS with Immediate Effect:

If requested on the application form, the change of DPS has immediate effect as soon as the application has been received and accepted by the Licensing Authority (Wiltshire Council) and copied to the Police.

Once the application has been accepted the Police have 14 days in which to object to the change of DPS. If no objection is received, your application will be granted and you’ll receive the amended Premises Licence in the post. If an objection is received we will be in contact with you.

NOTE: The Premises Licence Holder must notify the outgoing DPS of the application so they are aware that they no longer have responsibility.

Submitting your Application:

Applications to Vary the DPS on a Premises Licence can be submitted either by post or online. The completed application has to be served on Wiltshire Council’s Licensing Team and copied to Wiltshire Police.

Postal details are as follows:

Licensing:
Post the completed forms, premises licence and a cheque (or call 01249 706555 for card payments) to:

The Licensing Officer
Wiltshire Council
Public Protection Services and Licensing
Monkton Park
Chippenham
Wiltshire
SN15 1ER
Tel: 01249 706555
Email: publicprotectionnorth@wiltshire.gov.uk

Police:
Post copies of the completed forms to the following address:

Wiltshire Police
Police Licensing Officer
Trowbridge Police
Polebarn Road
Trowbridge
Wiltshire
BA14 7EP
Email: LicensingE@wiltshire.pnn.police.uk

NOTE: In all cases it is recommended that you obtain proof of postage.
**Online Applications:**

You can submit a Variation of DPS application online via the GOV.UK website. Once the forms have been completed and uploaded, the system will ask you to make a card payment.

The web page for making this application online can be found via the following link: https://www.gov.uk/apply-for-a-licence/premises-licence/wiltshire/change-2

If you apply via the online system we will copy the forms to the Police on your behalf.

*If you have any queries please contact us by calling 01249 706555 or emailing publicprotectionnorth@wiltshire.gov.uk*

Further licensing information is available on the Council’s website www.wiltshire.gov.uk