

Wiltshire Council



Where everybody matters

GUIDANCE NOTES **APPLICATION TO VARY THE DESIGNATED PREMISES SUPERVISOR (DPS)**

This form can only be used when you wish to change the name of the Designated Premises Supervisor (DPS), or when you need to have a DPS for the first time, (ie, you are varying your Premises Licence to include the sale of alcohol).

The person nominated to be the DPS **must** be the holder of a Personal Licence.

The fee payable is £23.00.

Send the Application to:

The Licensing Officer
Wiltshire Council
Public Protection Services and Licensing
(Relevant Main Office Address – See List Below)

Wiltshire Council has four main offices where correspondence can be sent. Please use the Office covering the area in which the premises are situated. Contact details are as follows:

Chippenham: **Wiltshire Council, Monkton Park, Chippenham, Wiltshire, SN15 1ER**

(This office deals with all applications relating to Chippenham, Calne, Corsham and Wootton Bassett as well as the rest of the old North Wiltshire District Council Area)

Devizes: **Wiltshire Council, Browfort, Bath Road, Devizes, Wiltshire, SN10 2AT**

(This office deals with all applications relating to Devizes, Pewsey, Marlborough and Tidworth as well as the rest of the old Kennet District Council Area)

Salisbury: **Wiltshire Council, 27/29 Milford Street, Salisbury, SP1 2AP**

(This office deals with all applications relating to Salisbury, Amesbury, Downton, Mere, Hindon and Tishead as well as the rest of the old Salisbury District Council Area)

Trowbridge: **Wiltshire Council, Bradley Road, Trowbridge, Wiltshire, BA14 0RD**

(This office deals with Trowbridge, Bradford-on-Avon, Melksham, Warminster and Westbury as well as the rest of the old West Wiltshire District Council area)

Applications can be sent to any of the above addresses, but it will speed processing if they are sent directly to the office covering the area in which the premises is situated.

Wiltshire Council has one main telephone number: 0300 456 0100.

A copy of the Application must be sent to:

The Licensing Officer
Wiltshire Police
Trowbridge Police Station
Polebarn Road
Trowbridge
Wiltshire
BA14 7EP

and another copy given to the existing DPS.

A completed Consent Form of the proposed DPS must be completed.