

# Guidance notes: Apply to vary a Designated Premises Supervisor (DPS)

For most premises licensed for the sale of alcohol, a personal licence holder must be appointed as the designated premises supervisor (DPS). Premises operating under a club premises certificate or temporary event notice and authorised community premises do not require a DPS.

## **A designated premises supervisor (DPS) is the person who:**

- has day-to-day responsibility for the running of the business
- supervises and authorises alcohol sales
- acts as a point of contact for responsible authorities
- has a good understanding of the business
- is named on the licence, alongside the premises licence holder.

Only one DPS may be specified on a premises licence at one time, but the same person may act as the designated supervisor at more than one business.

If the DPS changes, the premises licence must be varied to show a new DPS. It's important that the licensing authority and police are notified of this change as soon as possible. The new DPS is required to give their written consent before they can be appointed.

## **To become a DPS you must:**

- have a personal licence
- be nominated by the premises licence holder
- complete the DPS consent form

## **You'll need to make a variation application if the current DPS:**

- no longer works at the business, or role changes
- has had their personal licence suspended or revoked

An application to vary a DPS must be made to the licensing authority for the area in which the premises is situated. The application must be accompanied by:

- the premises licence or, if that is not possible, a statement of the reasons for the failure to provide the licence
- a consent form from the proposed DPS to show that they consent to taking on this responsible role. (If the application is made online, the consent may also be given online.)

The applicant must give notice of the application to the Chief Officer of Police for the police area in which the premises are situated, and to the existing DPS (if there is one). If the application is made online the licensing authority will, within one working day, serve a copy to the police on behalf of the applicant. The police have 14 days to determine whether to make an objection to the change.

Where a premises licence holder is planning to vary the DPS, an application may be made in advance, specifying the date when the new DPS will be in post. Applications can also be made to change the DPS with immediate effect.

Applications cost £23