



## North Tyneside Council

### Licensing Act 2003

## Application to vary a premises licence to specify an individual as designated premises supervisor

### Information on how to apply

This guidance note is aimed at Premises Licence Holders who may need to apply to change the named Designated Premises Supervisor on a Premises Licence.

#### What is a Designated Premises Supervisor?

A Designated Premises Supervisor (DPS) is the person who has overall day to day responsibility for a premises and is said to supervise all sales of alcohol. The DPS should be present at the premises for the majority of the time that the premises are open. Only one DPS can be nominated but if that person should leave your employment you cannot continue to sell alcohol until another Personal Licence holder has been nominated as a DPS. An application must be made to North Tyneside Council Licensing Section immediately to replace them as DPS on the Premises Licence. We would therefore recommend that more than one person connected with a premises holds a Personal Licence.

#### Change of DPS - Points to consider

Please consider the following points below before completing your application.

- Your prospective Premises Supervisor must be a personal licence holder. Please ask to see their photocard licence and paper counter part to confirm this before you apply.
- The application form asks if you want the change to take immediate effect. If you tick this box the new DPS can take on their role during the application period (eg. while the Licensing Authority determines the application) In addition, the duties placed on a DPS by virtue of Section 15 of the Act will immediately transfer to the new DPS.
- The fee is £23 made payable to North Tyneside Council.

#### How to apply

1. You may submit your application online at <https://www.gov.uk/apply-for-a-licence/premises-licence/north-tyneside/change-2> You can attach the consent form from the incoming Designated Premises Supervisor and pay the fee of

£23. The Licensing team will then circulate your application to Northumbria Police.

Alternatively, you can physically complete the application form ask your new premises supervisor to fill in and sign the consent form.

Then send the forms and your original premises licence to the Liquor Licensing team. On receipt of a complete application, we will call you to make payment using a credit or debit card.

If you send a hard copy application, you must send a copy of your application to Northumbria Police

You must also give notice of your application to the existing/outgoing premises supervisor

### **Address Details**

Licensing Section  
The Killingworth Site  
Harvey Combe  
Killingworth  
Newcastle upon Tyne  
NE12 6QQ

Licensing Co-ordinator  
Northumbria Police  
North Tyneside Area Command  
Middle Engine Lane  
Wallsend  
Tyne & Wear  
NE28 9NT

Please note this leaflet is for information purposes only and independent legal advice should be sought if necessary.