LICENSING ACT 2003

APPLICATION TO VARY A PREMISES LICENCE TO SPECIFY AN INDIVIDUAL AS DESIGNATED PREMISES SUPERVISOR

Before completing this application form, please read the following instructions and the guidance notes at the end of the form.

If you are completing this form by hand, please use black ink and write legibly in block capitals. In all cases, ensure that your answers are kept inside the boxes. Use additional sheets if necessary. You may wish to keep a copy for your records.

I/we…… being the premises licence holder, apply to vary a premises licence to specify the individual named in this application as the premises supervisor under section 37 of the Licensing Act 2003

Premises licence number

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference description	
Post town	**Post code**
Telephone number of premises if any	**E-mail address (optional)**

Description of the premises (please read guidance note 1)

Part 2

Full name of proposed designated premises supervisor

Personal licence number of proposed designated premises supervisor

Issuing authority of personal licence

Full name of existing designated premises supervisor

I would like this application to have immediate effect under section 38 of the Licensing Act 2003 ☐

I have enclosed the premises licence or relevant part of it ☐

If you have not enclosed the premises licence or relevant part of it, please give reasons why not

Checklist

- I have made or enclosed payment of the fee ☐
- I will give a copy to this application to the chief officer of police ☐
- I have enclosed the consent form completed by the individual I wish to be premises supervisor ☐
- I have enclosed the premises licence or relevant part of it or explanation ☐
- I will give a copy of this form to the existing premises supervisor ☐
- I understand that if I do not comply with the above requirements, my application will be rejected ☐

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 3 – Signatures (please read guidance note 2)

Signature of applicant or applicant's solicitor or other duly appointed agent (please read guidance note 3) **If signing on behalf of the applicant, please state in what capacity**

Signature……..…

Date……..

Capacity……...

Signature of second applicant or second applicant's solicitor or other duly appointed agent (please read guidance note 4) **If signing on behalf of the applicant, please state in what capacity**

Signature……..……

Date……..……

Capacity……...

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 5)
Post town and post code
Telephone number (if any)
E-mail address (optional)

Notes for Guidance

1. Describe the premises. For example, the type of premises it is.
2. The application form must be signed.
3. An applicant's agent (for example, Solicitor) may sign the form on their behalf provided that they have actual authority to do so.
4. Where there is more than one applicant, both applicants, or their respective agents, must sign the application form.
5. This is the address which we shall use to correspond with you about this application.