

TENDRING DISTRICT COUNCIL

LICENSING ACT 2003 - GENERAL INFORMATION

CHANGE OF DESIGNATED PREMISES SUPERVISOR

If one of your licensable activities is the supply of alcohol and you have been issued with a Premises Licence [rather than a Club Premises Certificate], you need to nominate one person to be the Designated Premises Supervisor [who has to consent to this] and that person must hold a current Personal Licence.

After the Premises Licence has been issued and should you need to change who is to act as the Designated Premises Supervisor [DPS] you will need to apply for the Premises Licence to be varied to show the new DPS. To do this, you must complete the appropriate form and send it to the Licensing Section together with the appropriate fee which at the moment is £23.00, the Premises Licence [or a statement of the reasons as to why this cannot be supplied] and a form of consent from the person proposed to be the new DPS. A copy of the application form and supporting documents must be sent to the Police.

The Licensing Authority will grant the application, provided the Police do not raise a representation within 14 days of the receipt of the application. Until such a representation is received and in order to avoid the premises being unable to operate during the transition period, the proposed DPS will be deemed to be authorised until a representation is received or the 14 day expiry date is reached, whichever is the sooner. If no representations are notified then the application will be granted and you will be informed, at which time you should ensure that you tell your new Designated Premises Supervisor that the application has been successful.

Please send your completed application form, fee and supporting documents to:-

The Licensing Team
Tendring District Council
Westleigh House
Carnarvon Road
Clacton on Sea
Essex CO15 6QF

ESSEX POLICE

The proper address for service of your application is:-

Mr D Appleby
Divisional Licensing Officer
Essex Police
8 Beatrice Road
Clacton on Sea
Essex CO15 1ET