

**TENDRING DISTRICT COUNCIL**  
**LICENSING ACT 2003 - GENERAL INFORMATION**  
**CHANGE OF DESIGNATED PREMISES SUPERVISOR**

If one of your licensable activities is the sale / 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 (DPS) [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:-

**TENDRING DISTRICT COUNCIL**

The Licensing Team  
Tendring District Council  
88-90 Pier Avenue  
Clacton on Sea  
Essex  
CO15 1TN

Please send a copy of the full application to:

**ESSEX POLICE**

Licensing Department (Alcohol)  
Essex Police  
Braintree  
Essex  
CM7 3DJ

**Licensing Office**

Licensing Authority, Tendring District Council, 88-90 Pier Avenue,  
Clacton on Sea, Essex CO15 1TN

Email: [licensingsection@tendringdc.gov.uk](mailto:licensingsection@tendringdc.gov.uk)    General Licensing Telephone: 01255 686565

Please be aware that the Licensing Office is only open for personal callers Tuesdays and Wednesdays between the hours of 10.00 a.m. and 12.00 midday and Friday between the hours of 1.00 p.m. and 4.00 p.m. outside of these times an appointment will need to be made with a member of the Licensing Team.



**TENDRING DISTRICT COUNCIL**

**Application to vary a premises licence to specify an individual as designated premises supervisor under the Licensing Act 2003**

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**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

**I / We** ....., **being the premises**  
*(full name(s) of premises licence holder)*

**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**

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**Part 1 – Premises Details**

<b>Postal address of premises or, if none, ordnance survey map reference, or description</b>	
<b>Post town</b>	<b>Post code</b>
<b>Telephone number (if any)</b>	

<b>Description of premises (please read guidance note 1)</b>

**Part 2**

<b>Full name of proposed designated premises supervisor</b>
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<b>Personal licence number of proposed designated premises supervisor and issuing authority of that licence (if any)</b>
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<b>Date of Birth</b>	
<b>Place of Birth</b>	

<b>Full name of existing designated premises supervisor (if any)</b>
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Please tick ✓ Yes

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

If not when would you like the application to take effect?

Day	Month	Year
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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)

Reasons why I have failed to enclose the premises licence or relevant part of it
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Please tick ✓ Yes

- I have made or enclosed payment of the fee
- I will give a copy of this application to the chief officer of police
- I have enclosed the consent form by the proposed premises supervisor
- I have enclosed the premises licence, or the relevant part of it or explanation
- I will give a copy of this form to the existing premises supervisor, if any
- 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 authorised agent.** (See guidance note 3) **If signing on behalf of the applicant please state in what capacity.**

Signature: .....

Date: .....

Capacity: .....

**Where the premises licence is jointly held signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent.** (please read guidance note 4) **If signing on behalf of the applicant please state in what capacity.**

Signature: .....

Date: .....

Capacity: .....

<b>Contact name (where not previously given) and address for correspondence associated with this application</b> (please read guidance note 5)	
<b>Post town</b>	<b>Post code</b>
<b>Telephone number (if any)</b>	
<b>Email address - If you would prefer us to correspond with you by email (optional)</b>	

**Guidance Notes**

1. Describe the premises. For example the type of premises it is.
2. The application 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.

**TENDRING DISTRICT COUNCIL**

**Consent of individual to being specified as premises supervisor**

I .....[full name of prospective premises supervisor] of

.....  
.....

.....[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for.....[type of application] by

.....[name of applicant] relating to a

premises licence .....[number of existing licence, if any]

for.....

.....  
.....

..... [name and address of premises to which the application relates] and any premises licence to be granted or varied in respect of this application made by

.....[name of applicant]

concerning the supply of alcohol at .....

.....  
..... [name and address of premises to which application relates].

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number .....

[insert personal licence number, if any]

Personal licence issuing authority .....

[insert name and address and telephone number of personal licence issuing authority, if any]

.....signed

.....name (please print)

.....dated