



Central Administration Unit

East Northamptonshire Council

Cedar Drive

THRAPSTON

Northamptonshire

NN14 4LZ

Tel: 01832 742102 Fax: 01832 734839

DX: 701611 Thrapston

E-Mail: licensingunit@east-northamptonshire.gov.uk

Web Site: www.northantslicensing.gov.uk

Dear Applicant

Licensing Act 2003 – Application to Vary Designated Premises Supervisor.

Please find enclosed all of the information you need to apply to vary the Designated Premises Supervisor for your Premises Licence under the Licensing Act 2003. Within this letter you will find:-

1. Application form to vary Designated Premises Supervisor
2. Consent of New Designated Premises Supervisor
3. Checklists

Below is a step by step guide to help you through this process. All of the relevant information including fees is contained within the enclosed checklists

Step One

Complete application form. Ensure that the consent form is completed by the new Designated Premises Supervisor.

Step Two

Copies of the application must be sent to the relevant Police Area Commander for your area, and to the outgoing DPS.

Step Three

From 1st April 2008, all applications must be sent directly to the Central Administration Unit at East Northamptonshire Council. All applications must be accompanied by the Current Premises Licence (which should be approximately eight pages) and the fee of £23.00. If the Current Premises Licence is not available, please forward an additional fee of £10.50 to cover its replacement. Cheques should be made payable to 'East Northamptonshire Council'.

If you require any further information or assistance please do not hesitate to contact Central Administration Unit on 01832 742102 or email info@northantslicensing.gov.uk.

Yours faithfully

Central Administration Unit

Enc.



Checklist to Accompany Variation of DPS

Information Required	Detail
Application Fee of £23.00	Enclosed <input type="checkbox"/> Not Enclosed <input type="checkbox"/>
Consent of Proposed DPS	Enclosed <input type="checkbox"/> Not Enclosed <input type="checkbox"/>
Current Premises Licence or £10.50 to cover replacement	Enclosed <input type="checkbox"/> Not Enclosed <input type="checkbox"/>
Copy of Application Sent to Police Authority <i>(details below)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Failure to do so will result in the halting of your application until the correct submissions are made.
Copy Sent to Current DPS	Yes <input type="checkbox"/> No <input type="checkbox"/> Failure to do so will result in the halting of your application until the correct submissions are made

THIS CHECKLIST MUST ACCOMPANY YOUR APPLICATION FORM AND YOU MUST ENSURE YOU HAVE INCLUDED ALL OF THE RELEVANT INFORMATION AS LISTED ABOVE – AS THIS MAY DELAY THE PROCESSING OF YOUR APPLICATION

Police

Kettering, Corby, East Northants & Wellingborough

Licensing Officer
Northamptonshire Police (North) Licensing Unit,
Unit C, Diamonds Business Centre,
Attley Way,
Irthlingborough, NN9 5GF

TEL: 08453 700 700

Daventry

Licensing Officer
DAVENTRY POLICE STATION
Area Headquarters
New Street
Daventry
NN11 4BS

TEL: 01327 300300



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

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 and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I / we

(full name(s) of premises licence holder)

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 or description

Post town

Post code (if known)

Telephone number (if any)

Description of premises (please read guidance note 1)

Part 2

Full name of proposed designated premises supervisor

Personal licence number of proposed designated premises supervisor and issuing authority of that licence (if any)

Full name of existing designated premises supervisor (if any)

Please tick yes

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)

Reasons why I have failed to enclose the premises licence or relevant part of it

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 completed by the proposed 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, 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

.....

For joint applicants signature of 2nd applicant 2nd 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

.....

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 5)	
Post town	Post Code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	

Guidance notes

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.

