



## **Village Halls and Community Premises Mandatory Condition requiring a Designated Premises Supervisor to be disapplied**

Village halls and community premises may wish to replace the Mandatory condition in respect of a Designated Premises Supervisor with the alternative mandatory condition that the supply of alcohol. A new condition will be added to the licence which will authorise the Management Committee to authorise the sale of alcohol.

### **How to apply**

In order to apply for the Mandatory Condition requiring a designated premises supervisor to be disapplied the following are required.:

- Completed application form: '**Application for the mandatory alcohol condition under the Licensing Act 2003 requiring a Designated Premises Supervisor in respect of a premises licence to be disapplied.** Note that the application form must be completed by the committee or board of individuals with the responsibility for the management of the premises
- The fee, currently £23.
- The current Premises Licence. However, please retain the existing premises plan currently included with the licence for attaching to your new licence when it is issued.
- You must send a copy of your forms to **Leicestershire Constabulary** at the address below. The originals, current licence and your payment should be sent to Melton Borough Council. In exceptional circumstances the Chief Officer of Police can object.

The addresses are as follows:

**The Licensing Officer  
Melton Borough Council  
Nottingham Road  
Melton Mowbray  
LE13 0UL**

**The Chief Officer of Police  
The Licensing Section  
Mansfield House  
74 Belgrave Gate  
Leicester LE1 3GG  
(Fax 0116 248 4337)**

### **Notes on completing the Application Form**

The name of the applicant must be the Management Committee or Board of individuals with responsibility for the management of the premises.

The Premises Licence number will be printed on each page of the current licence.

Parts 1 & 2 of the form ask for information relating to the actual premises address. The applicant must be an organisation.

Please supply a contact name and address for any correspondence relating to this application.

## Changing the Designated Premises Supervisor on a Premises Licence

A Designated Premises Supervisor is required for premises that sell alcohol and the name of this person is recorded as part of the Premises Licence. Without a recorded DPS (who must hold a Personal Licence) it is an offence to sell alcohol. There may be instances however when a DPS needs to be replaced and the Licensing Act has set out a simple administrative process for this.

### How to apply

In order to apply to vary a licence to change the Designated Premises Supervisor the following are required:

- Completed application form: '**Application to vary a premises licence to specify an individual as designated premises supervisor under the Licensing Act 2003**'. This application must be made by the holder(s) of the Premises Licence.
- Completed form '**Part A – Consent of Individual to being specified as premises supervisor**'. This is signed by the proposed new DPS.
- The fee, currently £23.
- The current Premises Licence. However, please retain the existing premises plan currently included with the licence for attaching to your new licence when it is issued.
- You must send a copy of your forms to **Leicestershire Constabulary** at the address below. The originals, current licence and your payment should be sent to Melton Borough Council. The Police can object to an application within 14 days.
- You must give a further copy to the **existing** Designated Premises Supervisor immediately.

The addresses are as follows:

**The Licensing Officer  
Melton Borough Council  
Nottingham Road  
Melton Mowbray  
LE13 0UL**

**The Chief Officer of Police  
The Licensing Section  
Mansfield House  
74 Belgrave Gate  
Leicester LE1 3GG**

**(Fax 0116 248 4337)**

### Notes on completing the Designated Premises Supervisor Application Form

The name of the applicant must be the Premises Licence holder.

The Premises Licence number will be printed on each page of the current licence.

Part 1 of the form asks for information relating to the actual premises address.

Part 2 asks for details of the old DPS, new DPS and whether the change is to take immediate effect. You also need to confirm whether the old licence accompanies the application, but please retain the plan of the premises for attaching to the amended licence that will be issued to you.