

LICENSING ACT 2003
APPLICATION TO VARY A DESIGNATED PREMISES SUPERVISOR

The holder of a premises licence may apply to vary the premises licence to specify a new individual to be the designated premises supervisor (DPS).

How to apply to change the DPS

1. Complete the **form** headed "Application to vary a premises licence to specify an individual as designated premises supervisor under the Licensing Act 2003" and the privacy statement. This must be completed and signed by the **premises licence holder**, their solicitor or an authorised agent. The form will not be accepted if it is signed by anyone else.
2. The premises licence and summary must be enclosed with the application so that it can be amended. These must be the originals. If this is not possible, please include a statement of the reasons for the failure to provide the licence in part 2 of the form. You may be required to apply for a duplicate.
3. The form headed "Consent of individual to being specified as premises supervisor" must be completed and signed by the **person who is to be the DPS**. This person must be a personal licence holder.
4. The form headed "Notice to person replaced as designated premises supervisor on the variation of the premises licence" must be completed by the **premises licence holder** and given to the existing DPS when the variation is granted.
5. The completed application needs to be submitted to:

Licensing Service
Block C
Staniforth Road Depot
Staniforth Road
Sheffield
S9 3HD

AND

South Yorkshire Police
Licensing Team
Moss Way Police Station
Moss Way
Sheffield
S20 7XX

A prescribed fee of **£23** is required upon submission the of application to the Licensing Service.

Please make payment over the phone or online

If you require any help with the completion of your form, you are advised to seek your own legal advice.

Licensing Service
Block C, Staniforth Road Depot
Staniforth Road
Sheffield
S9 3HD

Tel: 0114 2734264

Website: www.sheffield.gov.uk/licensing
Email: licensing@sheffield.gov.uk