



# Licensing Act 2003 (as amended)

Applying to Vary the  
**Designated Premises Supervisor (DPS)**  
on a Premises Licence

## Guidance for Applicants



## Applying to Vary the Named Designated Premises Supervisor (DPS)

### Introduction:

The main purpose of the **Designated Premises Supervisor** (DPS), as defined in the Licensing Act 2003, is to ensure there is always a named individual who can be readily identified at premises where the sale of alcohol takes place. The **DPS** is nominated by the Premises Licence Holder and has agreed to take day-to-day responsibility for alcohol sales carried out at the premises. The **DPS** must be the holder of a Personal Alcohol Licence and only one **DPS** may be specified on a Premises Licence.

The Government considers it to be essential that Police Officers, Fire Officers or Officers of the Licensing Authority can immediately identify the **DPS** when attending premises where alcohol is sold. Because of this, a copy of the full Premises Licence must be held at the premises and the Summary must be clearly displayed at all times. The Premises Licence and Summary will always specify the name of the **DPS**. This ensures that any problems can be dealt with swiftly by engaging with this key individual.

### Varying the DPS on a Premises Licence:

There will be times when it is necessary to change the **DPS** at a premises and the Premises Licence Holder is responsible for making sure ensure this takes place according to the regulations set out in the Licensing Act 2003.

In order for a new **DPS** to be put in place an application must be made to the Licensing Authority (in this case **Cornwall Council**) and the following must be submitted:

- **Vary DPS application form**  
Form to be completed by the Licence holder or by an agent/solicitor working on their behalf.
- **DPS Consent form**  
Form to be completed by the incoming DPS.
- **Premises Licence**  
The full licence or the relevant part thereof
- **£23 application fee**

### Changing your DPS with Immediate Effect:

It may be necessary for the variation of **DPS** to have immediate effect; if this is the case then please make sure you tick the relevant box on the application form so that we know. The change in **DPS** has immediate effect as soon as the application has been received and accepted by the Licensing Authority (Cornwall Council) and copied to the Police. We will send you an acknowledgement once your application has been accepted.

**NOTE:** you will need to notify the outgoing **DPS** of the application so they are aware they no longer have responsibility as the designated premises supervisor.

Once the application has been accepted the Police have 14 days in which to object to the change of DPS.

If no objection is received, your application will be granted and you'll receive your licence in the post. If an objection is received we will contact you about this.

### **Submitting your Application:**

Applications to Vary the Named DPS on a Premises Licence can be submitted either online or by post. The application has to be served on both **Cornwall Council's Licensing Service** and **Devon and Cornwall Police**.

If you apply via the online system we will serve the forms on the Police on your behalf.

### **Online Applications:**

We recommend that you submit your application online via the GOV.UK website. Once the forms have been completed and uploaded the system will ask you to make a card payment.

The web page for making this application online can be found via the following link:

<https://www.gov.uk/apply-for-a-licence/premises-licence/cornwall/change-2>

### **Postal Applications:**

If you wish to submit your application by post you will need to serve the completed forms on both **Cornwall Council's Licensing Service** and **Devon and Cornwall Police** as follows:

#### **Licensing:**

- Post the completed forms, premises licence and a cheque for £23 (made payable to Cornwall Council) to the Licensing Team covering your area:

#### **East** Licensing

Cornwall Council  
Chy Trevail  
Beacon Technology Park  
Bodmin  
PL31 2FR  
Tel: 01208 893346

#### **Central** Licensing

Cornwall Council  
Chy Trevail  
Beacon Technology Park  
Bodmin  
PL31 2FR  
Tel: 01726 223433

#### **West** Licensing

Cornwall Council  
Dolcoath Avenue  
Camborne  
TR14 8SX  
Tel: 01209 615055

#### **Police:**

- Post copies of the completed forms to the following address:

Licensing Department, Launceston Police Station, Moorland Road, Launceston, PL15 7HY

**NOTE:** Whether applying online or by post it is your responsibility to give a copy of the application form (but not the consent form) to the outgoing DPS.

In all cases it is recommended that you obtain proof of postage:

### **If you have any queries please don't hesitate to contact us**

by calling 0300 1234 212 or emailing [licensing@cornwall.gov.uk](mailto:licensing@cornwall.gov.uk)

If you require help with your application you may wish to take advantage of our **Licensing Direct** service. Please contact us for more details

Further licensing information is available on the Council's website [www.cornwall.gov.uk](http://www.cornwall.gov.uk)