



**Hull**  

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**City Council**

## **PREMISES LICENCES**

**Application form & Guidance  
Booklet for Applicants  
applying for a variation of  
Designated Premises  
Supervisor**



## Premise Licence - Variation of Designated Premises Supervisor

The holder of a premises licence, which has the sale and supply of alcohol as a licensable activity or has applied to vary under Section 34 to include the sale and supply of alcohol, must apply to vary so as to specify an individual as Designated Premises Supervisor under Licensing Act 2003. This must be done if the current DPS has left the premise to allow sales of alcohol to continue.

### **Application Process/Requirements**

Applications to vary a Designated Premises Supervisor (DPS), must include the consent form from the person being specified as the DPS, the premises licence (or appropriate part of that licence) or if that is not practicable a statement of the reasons for failure to provide such and the fee of £23.00.

### **Determination of Application**

Under Section 37 (5) of the Licensing Act 2003, where a Chief Officer of Police is notified of the variation and feels that the granting of the application would undermine the Crime Prevention objective, he must give the relevant licensing authority a notice stating the reasons why he is not satisfied. The Chief Officer of Police must give that notice within a period of 14 days beginning on the day of which he was notified of the application.

If after 14 days a notice hasn't been received from the Chief Officer of Police the application is deemed as granted.

### **Application Address**

Completed applications should be made to:

#### **Kingston upon Hull City Council**

Licensing Section

33 Witham

Kingston upon Hull

HU9 1DB

Tel: 01482 300300

Email: [liquor@hullcc.gov.uk](mailto:liquor@hullcc.gov.uk)

**A copy of the application should also be forwarded to:**

#### **Humberside Police**

Alcohol Licensing Department

Police Headquarters

Priory Road Police Station

Priory Road

Hull HU5 5SF

**Telephone:** (01482) 976760 / 976758 / 976759 / 976761/ 676754

**Email** [communitieslicensing@humberside.pnn.police.uk](mailto:communitieslicensing@humberside.pnn.police.uk)

**And the previous Designated Premises Supervisor, if applicable.**