LICENSING ACT 2003

APPLICATION TO DISAPPLY A DESIGNATED PREMISES SUPERVISOR FROM A COMMUNITY PREMISES

HOW TO APPLY

1. Complete the form headed “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” along with the privacy statement. The application must be made by the committee or board with responsibility for the management of the community premises.

2. For premises already holding a licence with a named DPS, you must pay a fee of £23 with this application.

   If you are completing this form as part of a new premises licence or a full variation to your existing premises licence, you do not pay a fee.

3. The original 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 on the form. You may be required to apply for a duplicate.

4. Enclose any documents (if available) which identify the premises and how this is managed along with copies of any hiring agreements.

5. The completed application and supporting documents must be submitted to:

   Licensing Service AND South Yorkshire Police
   Block C Licensing Team
   Staniforth Road Depot Moss Way Police Station
   Staniforth Road Moss Way
   Sheffield Sheffield
   S9 3HD S20 7XX

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