

## 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 disappplied" 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  
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

**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  
Email: [licensing@sheffield.gov.uk](mailto:licensing@sheffield.gov.uk)