Guidance on Designated Premises Supervisors

# General

A Designated Premises Supervisor, also referred to as a DPS, is responsible for all sales of alcohol from a premises at which they are specified as the nominated DPS.

The DPS’s details appear on the Premises Licence where they are nominated. If at any point a DPS is going to be absent from the premises, written authority should be in place allowing a named individual(s) to act on their behalf. This authority acknowledges that should any issues occur, such as underage sales, the DPS would still be ultimately responsible.

A DPS must hold a Personal Licence with the Licensing Authority for where they reside. For more guidance and information on how to obtain a Personal Licence, please refer to the Personal Licence Guidance.

# Applying to change a DPS

There must always be a DPS specified on a Licence where the premises supplies alcohol. If there is going to be a change to the nominated DPS, an application must be made to the Licensing Authority to notify them of that change. The only person who can apply to make a change to the DPS is the Premises Licence Holder.

The application must be completed on the prescribed form, which can be found at [www.oldham.gov.uk/licensing](http://www.oldham.gov.uk/licensing). The proposed DPS is also required to complete a consent form, to confirm they are happy to be specified as the DPS.

When complete, the form should be emailed to [licensing@oldham.gov.uk](mailto:licensing@oldham.gov.uk) and the associated fee of £23 should be paid online.

The application form must also be served on Greater Manchester Police, however, if your application is submitted via email the Licensing Authority will forward the application to the relevant Police Licensing Officer on your behalf.

An application to vary the DPS may take immediate effect on submission, however, GMP have 14 days to make an objection to the proposed DPS.

If GMP object, the application will proceed to a Licensing Committee Hearing where the outcome will be determined. At the hearing there will be one of two outcomes, the application will be granted, or the application will be refused. If the application is refused, the DPS will revert to what it was prior to the application being submitted.

# Removing yourself as DPS

A DPS can remove themselves from a Premises Licence at any time. If you are currently specified as a DPS on a Premises Licence and want to remove yourself, you can do so by making application on the prescribed form which can be found at [www.oldham.gov.uk/licensing](http://www.oldham.gov.uk/licensing).

The application must be emailed to [licensing@oldham.gov.uk](mailto:licensing@oldham.gov.uk) and you must also serve a copy of the application on the Premises Licence Holder.

The removal of a DPS application takes immediate effect, and the Premises Licence Holder must apply to specify a new DPS at the premises in order to continue licensable activities.

# Useful contact information/links:

The Licensing Service receive applications and respond to queries by email. You can contact a member of the team at [licensing@oldham.gov.uk](mailto:licensing@oldham.gov.uk)

The Licensing Service provides all their application forms and guidance on the Council website. These can be found at [www.oldham.gov.uk/licensing](http://www.oldham.gov.uk/licensing).

The Licensing Act 2003 can be found online at <https://www.legislation.gov.uk/ukpga/2003/17/contents>

Statutory Guidance can be found online at <https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>